



# SPRING 2025 COURSE SCHEDULE



**APACE** ATHORA DIVISION OF PROFESSIONAL  
AND CAREER EDUCATION  
SEE COURSE LISTINGS ON PAGE 31

**ACCA COURSE OFFERINGS!**  
SEE COURSES ON PAGE 33

## SPRING 2025 DATES TO REMEMBER

**Got Questions?**  
Contact our  
Recruitment  
Officer.



Mr. Tyson Flood



21 Stonington Avenue, South  
Road, Paget PG 04 Bermuda  
www.college.bm | T: 236-9000

<b>ONLINE REGISTRATION &amp; PAYMENT OPEN</b>	<b>1 November – 17 January</b>
Request for Funding Support application opens	1 November
Late Admissions Deadline	1 December
Request for Funding Support Application Closes	1 December
Deadline to Request Challenge Exams	13 December
Deadline for Application for Transfer Credit	13 December
College Closed	24 December – 5 January
Session Opens	6 January
Faculty Professional Development Day	6 January
Challenge Exams	6 January
New Student Orientation	8 January
Last Day for Early Registration	10 January
Final CPT Before Semester Start	11 January
<b>FIRST DAY OF CLASSES (Credit Courses)</b>	<b>13 January</b>
Add/Drop Period	13 – 17 January
Late Registration	13 – 17 January
Last Day for Tuition Payment	17 January
Deregistration (withdrawal of students who have not paid)	27 January
Last Day to Submit Incomplete Grades	31 January
First Day of Athora Division of Professional & Career Education Classes	see course schedule
Census Day	3 February
Last Day to Withdraw from Courses Without Financial Penalty	6 February
Payment Plan (Instalment One)	14 February
Mid-semester Grades Deadline	28 February
<b>MID-SEMESTER BREAK</b>	<b>3 – 7 March</b>
Payment Plan (Instalment Two)	14 March
Last Day to Withdraw from Courses Without Academic Penalty	14 March
Student Opinion Survey Opens	17 March
Spirit Day	21 March
Graduation Application Deadline	1 April
College Closed	18 April
Last Day of Lectures/Clinicals	27 April
Reading Days (Day Classes Only)	28 – 29 April
<b>FINAL EXAMS</b>	<b>30 April – 6 May</b>
Semester Grades Deadline	7 May
Faculty Professional Development Day	8 May
Graduation List Posted*	8 May
In-House Awards Applications Deadline	9 May
<b>COMMENCEMENT</b>	<b>15 May</b>

**NOTES**

- Registration is open until January 17, 2025
- Spring 2025 course offerings are subject to change

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**COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.**

**FOR ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION (APACE) NON-CREDIT COURSES, SEE PAGE 31**

# FLAT RATE PER CREDIT

## CREDIT COURSES TUITION SCHEDULE PER SEMESTER

### BERMUDIAN STUDENTS

**TUITION SCHEDULE** (*per semester*): The tuition total is based on the number of credits for which students register. Most courses are 3 credits, however, there are some exceptions. For example: CSC, PED and lab courses.

The fees below also apply to non-Bermudians who have resided in Bermuda for at least five consecutive years.

# CREDITS	TOTAL
1	170.00
2	340.00
3	510.00
4	680.00
5	850.00
6	1,020.00
7	1,190.00
8	1,360.00
9	1,530.00
10	1,700.00
11	1,870.00
12	2,040.00
13	2,210.00
14	2,380.00
15	2,550.00
16	2,720.00
17	2,890.00
18	3,060.00

TOTAL COST FOR 19+ CREDITS =  
 TOTAL CREDITS X \$170

### RESIDENT INTERNATIONAL

**RESIDENT INTERNATIONAL STUDENTS** - Students who are not Bermudian and have been on the Island for less than five years will have to pay the resident international fees.

**TUITION SCHEDULE** (*per semester*): Fees are made up of tuition and an international differential. The total is based on the number of credits for which students register. Most courses are 3 credits, however there are some exceptions; For example; CSC, PED and lab courses.

# CREDITS	TUITION PER CREDIT	DIFFERENTIAL FEE	TOTAL
1	170.00	125.00	295.00
2	340.00	250.00	590.00
3	510.00	375.00	885.00
4	680.00	500.00	1180.00
5	850.00	625.00	1475.00
6	1020.00	750.00	1770.00
7	1190.00	875.00	2065.00
8	1360.00	1000.00	2360.00
9	1530.00	1125.00	2655.00
10	1700.00	1250.00	2950.00
11	1870.00	1375.00	3245.00
12	2040.00	1500.00	3540.00
13	2210.00	1500.00	3710.00
14	2380.00	1500.00	3880.00
15	2550.00	1500.00	4050.00
16	2720.00	1500.00	4220.00
17	2890.00	1500.00	4390.00
18	3060.00	1500.00	4560.00

TOTAL COST FOR 19+ CREDITS =  
 TOTAL CREDITS X \$170 + \$1,500

As a member of the Bermuda Credit Association (BCA), all overdue accounts are referred to the BCA. The student will agree to pay all agency charges, legal costs and other expenses incurred by Bermuda College in attempting to recover overdue amounts.

## MISCELLANEOUS FEES *(non-refundable)*

<b>Application fee</b>	<b>\$ 50.00*</b>
<b>International application fee</b>	<b>\$100.00</b>
<b>Late application fee</b>	<b>\$ 75.00</b>
<b>Graduation fee</b>	<b>\$ 90.00</b>
<b>Laptop rental fee</b>	<b>\$250.00</b>
<b>Admissions deposit fee</b>	<b>\$200.00</b>

\* *The application fee is valid for two academic years (four semesters) only. Students must reapply after two years.*

## PAYMENT INFORMATION

All tuition is payable in advance. Students whose accounts are in arrears for any reason, will be denied grade reports, transcripts, personal recommendations, withdrawal in good standing, permission to register for further courses and the right to graduate, until all obligations have been settled.

If your fees change for any reason after your initial payment is made (i.e. lab fees, change in schedule, etc.), it is the student's responsibility to ensure prompt payment of the balance.

All statements are available through the Student Portal. Students can login using their user ID and password. The online bill reflects the student's current registration and billing information. The statement system is 'live' and students can verify that all fees are satisfied before the payment deadline.

## PAYMENT METHODS

**Bermuda College Online Payments** (using credit cards) (American Express not accepted)

- On the College website ([www.college.bm](http://www.college.bm)), under **Quicklinks**.
- On the Student Portal under **My Account**
- On the **College App**

**Local Banks Bill Payments** through HSBC, Butterfield Bank and Clarien Bank.

**Business Office Front Desk, College Centre 2nd floor**  
All major credit cards are accepted. (American Express not accepted).

Cheques should be made payable in Bermuda or US funds to Bermuda College.

## WITHDRAWALS & REFUNDS

**FULL REFUND** prior to the first day of class for each semester.

**PARTIAL TUITION REFUND** of 30% on or before the financial penalty date.

**NO REFUND** after the 10th day of class for each semester.

Students are responsible for fees if courses are dropped after the financial penalty date.

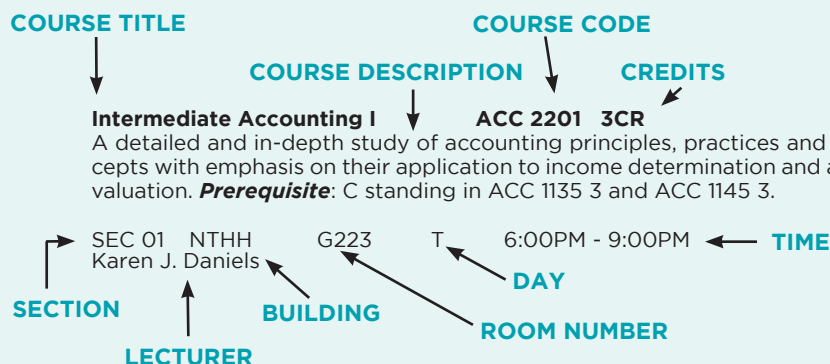
**NOTE: Withdrawal from any course is a formal process. Non-attendance of class does not constitute an official withdrawal.**

## LAB FEES *Check Bermuda College Catalogue for details @ [www.college.bm](http://www.college.bm)*

## DROPPING, WITHDRAWAL & REFUND POLICY

Students are responsible for any fees incurred. Dropping or withdrawing from a class(es) is not an automatic process. It is the student's responsibility to officially drop the classe(s) he/she is not attending or no longer wishes to be enrolled. Unwanted classes should be dropped as early as possible before the start of the term in order to receive a full refund and release seats for students on the waitlists. The Drop and Withdrawal Form must be submitted to Student Enrolment Registration and Records (SERR).

## HOW TO READ THE COURSE LISTINGS



**NOTE:** ABBREVIATIONS FOR DAYS OF THE WEEK:

**M** - MONDAY • **T** - TUESDAY • **W** - WEDNESDAY • **R** - THURSDAY • **F** - FRIDAY • **S** - SATURDAY • **U** - SUNDAY

**NOTE:** ABBREVIATIONS FOR BUILDINGS:

**NH** - North Hall • **BH** - Brock Hall • **HH** - Hallett Hall • **TH** - Tech Hall • **WH** - West Hall

## ACCOUNTING

### Practical Accounting Procedures II

ACC 1042 3CR

An advanced practical bookkeeping course that encompasses prepaid assets, uncollectible accounts receivable, plant assets and depreciation, notes payable and receivable, accrued revenues and expenses, bookkeeping for corporations, cost volume profit analysis, and budgeting. The course also gives students real-life experience with accounting business simulation and working papers. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite: ACC 1041 programmes.**

SEC01 NH G323 MW 10:00AM-11:25AM  
Gwendolyn Lawrence

### Accounting and Technology ACC 1043 3CR

This course is a lab-oriented learning course designed especially to empower the student with the skills needed to provide technical support for the financial administration of the organisation. The course is made up of four modules: word processing, spreadsheet, presentation and file management practices. It is strongly focused on the use of spreadsheets in accounting functions. To complete the course, the student will have to demonstrate his or her competency with lab work that addresses the fusion between real-world accounting and current software applications. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite: CIS1120, ACC 1041 MGN1017 Corequisites: ACC 1042, MGN 1015, MGN 1016**

SEC 01 NH G323 MW1:35PM-2:55PM  
Gwendolyn Lawrence

### Introduction to QuickBooks ACC 1050 3CR

This course will draw upon the knowledge and skills students have acquired through Practical Accounting and Introduction to Computer Skills. The course is designed for anyone who wants to learn about the QuickBooks® accounting software. It can be used for almost all financial processes such as: entering receipts, tracking expenses, invoicing, payment tracking, purchase orders, preparation of reports, financial statements and bank reconciliation statements. QuickBooks® is your accounting solution for small business clients. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite: CIS 1120**

**Co-requisite: ACC 1042**

SEC01 NH G323 MW 11:35AM-12:55PM  
Gwendolyn Lawrence

### Accounting I ACC 1135 3CR

An introduction to the basic theory and applications of contemporary financial accounting, including recording of transactions, measurement of income and the preparation of financial statements. **Prerequisite: MAT 0015 or ACC 1041 or equivalent.**

SEC01 HH G211 TR 8:35AM-9:55AM  
Ann Parsons

### Accounting II

ACC 1145 3CR

An introduction to managerial accounting. Topics include bonds and long-term notes payable, investments, cash flows, analysis of financial statements, cost accounting, cost-volume-profit analysis, budgeting and managerial decision-making.

**Prerequisite: ACC 1135**

SECH1 NH H211 TR 10:05AM-11:35AM  
Ann Parsons

SECD1 Online TR 11:35AM-12:55PM  
Ann Parsons

## ACTUARIAL SCIENCE

### Introduction to Actuarial Science

ASC 1101 3CR

An introduction to various operational aspects of the insurance and reinsurance industry in the sectors of property, casualty and life. The various roles of the actuary within the insurance organisation as well as the basic methodologies of actuarial pricing and reserving are emphasised. **Prerequisite: Six credits of mathematics, including MAT 2205.**

SEC01 HH H273 R 6:00PM-9:00PM  
Tamar Richards

## ALLIED HEALTH

### Medical Terminology

ALH 1102 2CR

This course is designed to give students interested in healthcare professions an overview of the principles of medical wording that would assist the student in developing the extensive medical vocabulary used in healthcare occupations. Students will receive a medical terminology foundation through the use of root words, prefixes and suffixes. This course will focus on correct pronunciations, spelling and use of medical terms while providing the students with the knowledge needed to excel at their chosen healthcare profession. It is a required course for all students in the Pre-Health Science Programme. **Prerequisite: A grade of "C" or better in ENG 0012 or satisfactory performance on the College Placement Test.**

SECD1 TH T216 T 4:00PM-6:00PM  
Tracey Harney

## ART & DESIGN

### Introductory Drawing

ART 1101 3CR

A foundation course in drawing. Focuses on the development of the student's awareness of line, tone, proportion, spatial relationships and rhythm. Subject matter will include still life, man-made and natural objects, landscape and non-figurative themes.

SEC01 NH G204 TR 3:00PM-5:35PM  
Michael Walsh

### Introductory Painting

ART 1102 3CR

A foundation course in painting. Focuses on the development of the student's awareness of tone, colour, composition, and spatial relationships. Subject



# TOP 10 REASONS to Consider a Degree in **ACTUARIAL SCIENCE** at Bermuda College

- 10 You want a local career that is dynamic and challenging.
- 9 You don't want to go to graduate school.
- 8 You want a career with superior job security despite economic cycles.
- 7 You want a professional title, but don't want to be a doctor, lawyer or accountant.
- 6 You want a career with many opportunities that will provide you with skills that are transferrable across multiple industries.
- 5 You would like to "earn while you learn."
- 4 You want a career that you control because advancement is merit-based.
- 3 You want to be able to choose among outstanding job offers.
- 2 You want a highly competitive salary and excellent benefits.
- 1 You are self-motivated, goal oriented, and have superior mathematics aptitude and communication skills.

**TO ENROL CONTACT OUR RECRUITMENT OFFICER!**

Adapted from a career presentation prepared by a member of the Joint CAS/SOA Actuarial Diversity Committee.

matter will include still life, natural objects, landscape and nonfigurative themes. ART 1101 is highly recommended.

SEC01 NH G205 MW 9:35AM-11:55AM  
Michael Walsh

SEC02 NH G205 TR 2:30PM-5:00PM  
Edwin Smith

## **Introductory Sculpture** **ART 1122 3CR**

A theoretical and practical exploration of the principles of three-dimensional design (line, shape, form, mass, space and composition) focusing on traditional sculpting methods (clay, carving, mould making, assemblage, etc.). The investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems, also occurs. **Prerequisite: ART 1120**  
SEC01 NH G204 TR 8:30AM-10:55AM  
Michael Walsh

## **Introduction to Media Arts** **ART 1140 3CR**

Introduction to media arts, using the video camera to explore the making of film. Emphasis will be placed on the basic principles of using a video camera, lighting and editing, and students will be expected to use the video to make a film presentation.

SEC01 NH G206 TR 5:30PM-8:00PM  
Dana Selassie

## **Intermediate Drawing** **ART 2211 3CR**

Drawing as a means to express and explore form, space, tone, texture and composition in a variety of drawing media, with opportunity for individual expression and refinement. **Prerequisite: ART 1101**  
SEC01 NH G205 MW 12:35PM-2:55PM  
Michael Walsh

## **Intermediate Colour and Composition** **ART 2235 3CR**

A more detailed study of colour phenomena and its application to art, such as transparency, translucency, iridescence and luminescence. Students will be expected to apply this information to their own works of art. **Prerequisite: ART 1135**

SEC01 NH G204 MW 3:35PM-5:55PM  
Edwin Smith

## **Figure Drawing** **ART 2278 3CR**

A study of the proportions and anatomy of the human form from the model. Emphasis on line and contour in short poses. **Prerequisite: ART 1101**

SEC01 NH G205 TR 10:35AM-12:55PM  
Edwin Smith



## NEED AN ELECTIVE OR HUMANITY?

Elevate your communication skills today  
in **SPANISH** and/or **FRENCH**!

SPA 1101 | SPA 1102 | SPA 1103 | SPA 2201  
FRE 1101 | FRE 2211

Contact Foreign Language Lecturer, Mrs. Tiffany Smith-Richol  
or your Advisor.

ASSOCIATE OF ARTS STUDENTS...  
Concentration in Spanish or French is offered!



## ART HISTORY

Introduction to Art History II AHS 1127 3CR  
An historical survey of the development of western art and architecture from the Renaissance to the Modern Era. **Prerequisite: AHS 1126**

SEC01 HH H211 MWF 8:35AM-9:25AM  
Edwin Smith

### Postcolonial Visual Art AHS 2290 3CR

This is a course of study on contemporary cross-cultural visual art in relation to its colonial heritage. Responses to the colonial archive are a significant current in late 20th and early 21st century culture. In many different contexts visual artists have critiqued and deconstructed dominant Western myths and stereotypes. In this course we will address such responses, and the issues that they raise about relationships between cultures.

**Prerequisites: AHS 1126 and AHS 1127**

SEC01 HH H211 MWF 11:35AM-12:25PM  
Edwin Smith

### Special Topics in Art History AHS 2298 3CR

Designed to allow the interested student an opportunity either for indepth inquiry into a topic covered in another 2200-level course or for the study of a special topic or theme in Art History. The topics will vary from time to time. **Prerequisite: Appropriate 1100-level courses and/or a 2200-level course relevant to the topic**

SEC01 HH

[Course details available from the instructor on registration]  
Edwin Smith

## BIOLOGY

### Preparatory Biology BIO 0013 0CR

General concepts and principles in biology. Topics include characteristics of life, introductory chemistry

and biochemistry, cell structure and function, photosynthesis, cell respiration, patterns of inheritance, human genetics and mutations. Laboratory. **A grade of "C" or better will be required to advance to the 1000-level courses. Corequisite: MAT 0014**

SEC01 HH H270 MWF 10:35AM-11:25AM  
HH H154 R 9:35AM-12:25PM

Takia Bean

SEC02 HH B260 W 6:00PM-9:00PM  
HH H154 T 2:35PM-5:25PM

Takia Bean

### General Human Biology BIO 1104 4CR

The second half of two courses for non-biology majors needing to fulfil a natural science requirement. This course will focus on basic human gross anatomy, basic physiology and some basic pathology.

**Prerequisite: A grade of "C" or better in BIO 0013.**

SECD1 ONLINE M 6:00PM-7:00PM  
Alnisha Simmons

### Principles of Biology I BIO 1121 4CR

Designed for students intending to pursue further studies in the biological sciences, this course is the first of two providing a comprehensive introduction to biology. The aim is to foster a realisation of the underlying similarities of organisms and an appreciation of their diversity. Topics include cellular processes with a focus on biochemistry, histology, evolution, genetics, and taxonomy. A sound background in chemistry, physics and mathematics is essential. Laboratory. **Prerequisites: A grade of "C" or better in BIO 0013 and MAT 0015, or alternative in Biology (with Lab); Corequisite: MAT 1105.**

SEC01 HH H154 MWF 10:35AM-11:25AM  
HH H154 R 2:35PM-5:25PM

Tracey Harney

SEC02 HH H154 T 6:00PM-9:00PM  
HH H154 W 6:00 PM-9:00P

Tracey Harney



**Principles of Biology II BIO 1122 4CR**

A continuation of BIO 1121. This course will further explore variation and biological continuity through genetics, development and ecology as well as provide an introduction to basic physiological systems. Laboratory. **Prerequisite: BIO 1121**

SEC01	HH	H270	MWF	11:35AM- 12:25PM
	HH	H154	W	2:35PM- 5:25PM

Alnisha Simmons

\*The section is a hybrid, consisting of online and some face-to-face time.

**Anatomy and Physiology I BIO 2211 4CR**

Exploration of the intricate functions of the human body with emphasis on the physiological functions of the integumentary, skeletal, muscular, nervous and the endocrine systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Laboratory.

**Prerequisite: BIO 1122**

SEC01	HH	H270	MWF	9:35AM-10:25AM
	HH	H176	T	9:35AM-12:25PM

Alnisha Simmons

\*The section is a hybrid, consisting of online and some face-to-face time.

**Anatomy and Physiology II BIO 2212 4CR**

A continuation of Anatomy and Physiology I, with emphasis on the cardiovascular system, the lymphatic system and immunity, the respiratory system, the digestive system and metabolism, the urinary system, fluid/electrolyte and acid/base balance, and the reproductive systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Case study investigations will be explored. Laboratory. **Prerequisite: BIO 2211**

SEC01	HH	H100	MWF	12:35PM-1:25PM
	HH	H170	R	2:35PM-5:25PM

Alnisha Simmons

\*The section is a hybrid, consisting of online and some face-to-face time.

**Medical Nutrition BIO 2250 4CR**

This course offers an introduction to the foundations of nutritional medicine. It is designed for students interested in health science. In this course the introduction and discussion of current trends in clinical nutrition as well as nutritional analysis and assessment are explored. Also covered are the general biochemistry and function of nutrients. Selected diseases prevented or managed by nutrition will be explored as well. Course topics in nutritional medicine include weight management, cancer support, cardiovascular disease, diabetes mellitus, food intolerances and allergies. This course is highly recommended for students that are registered in the nursing programme. Laboratory.

**Prerequisite: BIO 1122**

SEC01	HH	H270	MWF	1:35PM-2:25PM
	HH	H154	M	2:35PM-5:25PM

Tracey Harney

\*The section is a hybrid, consisting of online and some face-to-face time.

**Introduction to Pathophysiology BIO 2260 3CR**

This course offers an introduction to the foundation of pathophysiology and is designed for students who are interested in a career in medicine and allied health. This course is presented as a general overview of the functional changes that result in disease, and selected prevalent diseases are explored by way of the systems of the human body. Throughout the course, an emphasis will be placed on the underlying cellular and molecular mechanism of the physiological abnormalities occurring in clinically prevalent disease states resulting from the regulatory mechanism of the body becoming out of balance. The body systems are covered at different stages of life and case-based exercises allow for the application of the course material to real-life practice in the healthcare context. BIO 2260 students will also have the opportunity to explore current trends in literature regarding the prevention, management and treatment of disease from the functional perspective. An excellent foundation in anatomy and physiology is essential.

**Prerequisite: BIO 1122**

SEC01	TH	T226	MW	12:05PM-1:25PM
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Tracey Harney

\*The section is a hybrid, consisting of online and some face-to-face time.

## CHEMISTRY

**Preparatory Chemistry CHM 0013 OCR**

A one semester course designed to introduce students to the language, tools and theories of chemistry. Topics included in this course are as follows: Elements; Compounds; Mixtures; Atoms; Matter; Bonding; Introductory organic chemistry and biological chemistry. Laboratory. **A grade of "C" or better will be required to advance to the 1000-level courses. Corequisite: MAT 0014**

SEC01	HH	H160	MWF	1:35PM-2:25PM
	HH	H160	M	2:35PM-5:25PM

Reignier Jeffrey

**Principles of Chemistry I CHM 1111 4CR**

A survey of fundamental principles of physical and inorganic chemistry. Topics include: atomic theory, periodic trends, quantum theory and electronic arrangement, chemical bonding, molecular geometry, gas laws, mass relationships and chemical reactions.

**Prerequisites: A grade of "C" or better in CHM 0013 and MAT 0015. Corequisite: MAT 1105**

SEC01	HH	H160	MWF	9:35AM-10:25AM
	HH	H160	M	2:35PM-5:25PM

Reignier Jeffrey

**Principles of Chemistry II CHM 1112 4CR**

A survey of fundamental principles of organic and biological chemistry. Topics include: Chemistry of hydrocarbons; alkanes, alkenes, aldehydes, alcohols, ketones, carboxylic acids, esters, amines and amides and the chemistry of biological molecules; lipids, carbohydrates, amino acids, nucleic acids and enzymes. **Prerequisite: CHM 1111**

SEC01	HH	H160	TR	11:35AM-12:55PM
	HH	H160	T	2:35PM-5:25PM

Jeffrey, Reignier

Two Accredited Programmes  
*One Extraordinary Experience*

**ASSOCIATE OF APPLIED SCIENCE  
& DIPLOMA IN CULINARY ARTS**

Accredited by the American Culinary Federation, these programmes provide students with the latest culinary techniques, recipes and trends, hands-on training from professional chef instructors, fully equipped professional kitchens, and real world experience to succeed in this growing industry.

*90%* of our graduates secure immediate employment upon completion of our programmes. Specific courses include:

- ~ Emphasis on International and Regional cuisines
- ~ Advanced Production Cookery
- ~ Nutrition
- ~ Techniques in Healthy Cooking

*Plus* ~ A 12-week summer internship, allowing students the opportunity to work with some of Bermuda's top chefs.

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**BOOKS AND SUPPLIES THAT WORK AS HARD AS YOU DO!**



We are not just any bookstore.  
We offer all the tools you need  
to make your college experience  
A SUCCESS!

**Monday - Thursday:** 8:45 am - 5:30 pm  
**Friday:** 8:45 am - 4:30 pm

**FALL SEMESTER EXTENDED HOURS**  
**FIRST TWO WEEKS Monday - Thursday:** 8:45 am - 6:30 pm  
**First Saturday before semester begins:** 10 am - 2 pm

**SPRING SEMESTER EXTENDED HOURS**  
**FIRST WEEK:** 8:45 am - 6:30 pm

**SUMMER HOURS**  
**Monday - Thursday:** 8:45 am - 4:30 pm  
**Friday:** 8:45 am - 4:30 pm (subject to change)

**LOCATION:** 1st Floor College Centre  
**CALL FOR MORE INFORMATION** 236-9000 ext. 4310

**Organic Chemistry II**
**CHM 2257 4CR**

A continuation of an introduction to the behaviour of aliphatic and aromatic carbon compounds including acids, amines, amino acids, carbohydrates, proteins, nucleic acids and natural products. Laboratory.

**Prerequisite:** CHM 1111

SEC01	HH	H160	MWF	8:35AM-9:25AM
	HH	H160	T	9:35AM-12:25PM

Reignier Jeffrey

## COMPUTER STUDIES

**Office Application Certification CIS 1060 3CR**

This course requires independent study and practice to successfully complete at least four applications to include as a minimum word processing, spreadsheet, presentation software, web browsing and communication. Either the International Computer Drivers Licence (ICDL) or the Microsoft Office Specialist (MOS) certifications will be considered acceptable. This course is a certificate course and will not normally transfer into degree programmes.

SEC01	ONLINE		T	5:30PM-8:30PM
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Karmeta Hendrickson

**Introduction to Business Applications of Computers**
**CIS 1120 3CR**

Intended to provide students with an initial exposure to the main areas of software used in business: word processing, spreadsheets and presentation software. Additionally, an introduction to database management will be provided. A consideration of business application software in the context of the overall computer system will also be covered to include an overview of computer design, networking, operating systems and hardware options. This course is also suitable for those students studying programmes in the social sciences or science.

SEC01	HH	H213	TR	2:35PM-3:55PM
Michelle Grant				
SECD1	ONLINE			10:00 AM-1:00 PM
L'Tanya Roberts				
SEC02	NH	G305	W	6:00PM-9:00PM
Shervelle Burch				

**Introduction to Computers and Information Technology CIS 1125 3CR**

This entry-level survey course explores computers and their applications. Students are provided with an appreciation of what computers are, how they work and what tasks can be accomplished using them. Topics include the impact of computers on society; computer hardware including CPU, disks, other storage devices and input and output devices; computer software including data representation, data structures, operating systems, application programmes and database management systems; introduction to programming and programming languages; computer communications including the Internet, the world-wide web and e-mail; a brief history of computing; computer security, privacy and ethics. The course-work will cover the material needed for students

to take the CompTIA IT Fundamental Certification.

**Prerequisite:** A grade of a "C" or better in ENG 0012. Fundamental Computer Literacy or CIS 1120 as a corequisite.

SEC01	HH	H276	TR	11:35AM-12:55PM
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Michael Simmons

**Data Management**
**CIS 1130 3CR**

This course will feature the application of the SQL query language for managing and creating databases. A typical report and application generator will also be studied. Provides essential theoretical and practical knowledge required by those who expect to be involved in the storage and retrieval of information. Students will get an introduction to Blockchain Technology and how it is now impacting cryptocurrency, FinTech, RegTech, and overall InfoTech. Data privacy and protection will also be covered in this course, with a focus on General Data Protection Regulation (GDPR) and Bermuda's Personal Information Protection Act (PIPA). The coursework will cover the material needed for students to take the Oracle Database Certification OCA or OCP.

**Prerequisites:** MAT 0015 and CIS 1125

SEC01	HH	H276	TR	2:35PM-3:55PM
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Michael Simmons

**CIS Internship**
**CIS 1180 3CR**

Work experience in a selected local business. The experience will be in a computer-related area of the business. The precise nature of the experience will be agreed upon after discussion between the College and management of the business. **Prerequisites:** A minimum GPA 2.0 or higher in all computer information technology programme courses necessary as prerequisites; CIS 1120, CIS 1125, CIS 1130, CIS 2278 and ECM 1101

SEC01	OFFSITE (various)			
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Michael Simmons

**Programming for Information Systems II**
**CIS 2255 3CR**

This course is a continuation of Programming for Information Systems I. It focuses on advanced programming techniques in Visual Basic® and Java. Students will advance their knowledge of programming by using the graphical user interfaces (GUI's) and use advanced programming language structures to develop algorithms for solving various kinds of problems. The coursework will cover the material needed for students to take the Oracle® Java Programmer Certification OCA or OCP.

**Prerequisite:** CIS 1155

SEC01	HH	H276	W	2:00PM-5:00PM
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Michael Simmons

**Microcomputer Hardware and System Software**
**CIS 2278 3CR**

Students study the installation, configuration, proper usage and maintenance of common hardware and software components of an IBM compatible micro-computer, including memory, disk drives, expansion cards, power supplies, system level software, diagnostic utilities, operating systems, and major applications. Typical I/o peripherals such as video cameras,



microphones, speakers, keyboards, printers and the mouse are studied. The coursework will cover the material needed for students to take the CompTIA A+ Certification. **Prerequisite: CIS 1125**  
 SEC01 HH H276 W 6:00PM-9:00PM  
 Michael Simmons

**Operating Systems & Infrastructure CIS 2295 3CR**

This course is an introduction to concepts and algorithms incorporated in operating systems. It examines interrelationships between operating systems and computer hardware. Compares batch, real-time, and timesharing operating systems, process management techniques, interrupt, handlers, CPU scheduling algorithm, interlocks, resource allocation, deadlocks, paging, and memory systems. It also introduces advanced topics in the design of operating systems, networking, device management and file management techniques, scheduling algorithms, security, queuing theories, and comparison of existing operating systems for client-server. Students will also get exposed to virtualisation and virtual environments. The coursework will cover the material needed for students to take the CompTIA Server+, Linux+, Cloud+, and Cloud Essentials+ Certifications. **Prerequisites: CIS 2278, CIS 2290 Corequisites: CIS 2297**  
 SEC01 HH H276 R 6:00PM-9:00PM  
 Michael Simmons

**Security Fundamentals and Policies CIS 2297 3CR**

This course offers in-depth coverage of the current risks and threats to an organisation's data together with a structured way of addressing the safeguarding of these critical electronic assets. The course provides a foundation for those responsible for protecting network services, devices, traffic and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialised security fields. The coursework will cover the material needed for students to take the CompTIA Security+ Certification and CompTIA CSA/CySA+ Cyber Security Certification. **Prerequisite: CIS 2290, CIS 2278.**  
 SEC01 HH H276 TR 10:05AM-11:25AM  
 Michael Simmons

Word, Excel and PowerPoint. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**  
 SEC01 NH G306 TR 3:35PM-4:55PM  
 Lynne Wade

**Intro to Production Cookery CUL 1111 2CR**

This course introduces students to production cooking in a real-life restaurant setting. It is designed so the student can utilise all that they have learned in the preceding culinary courses with an emphasis on cleanliness, usage of ingredients, plate presentation, and effective execution of dishes at a service quality standard. **Prerequisites: CUL 1102 and 1110**  
**Corequisite: CUL 1104**  
 SEC01 BH B160 M-F 8:35AM-12:55PM  
 Teneika Eve

**Breakfast & Short-Order Cooking CUL 1112 1CR**

This course introduces students to the preparation and presentation of a range of breakfast items; baked goods, egg, fish and meat dishes, teas, coffees and juices, preparation and presentation of fresh fruits. Students will practice short-order cooking using a variety of cooking methods. **Prerequisite: CUL 1102**  
**Corequisite: CUL 1104**  
 SEC01 BH B160 M-F 8:30AM-12:55PM  
 Teneika Eve

**Seafood Cookery CUL 1114 2CR**

This course will entail procuring, handling and preparation of shellfish used in professional kitchens. Product knowledge, proper handling and receiving, storing, sanitation, and nutrition will be emphasised. **Prerequisites: CUL 1102 and 1110**  
**Corequisite: CUL 1104**  
 SEC01 BH B157 M-R 8:30AM-1:00PM  
 Shawn Ming

**Introduction to Larder (Garde Manger) CUL 1116 2CR**

This course introduces students to basic hot and cold hors d'oeuvres, dressings, various forcemeats, chaud-froid decorating and preparation and design of modern buffet presentations including fruit, vegetable, lard and ice carving. **Prerequisite: CUL 1102**  
 SEC01 BH B160 M-F 8:30AM-12:55PM  
 Teneika Eve

**Introduction to Baking & Pastry CUL 1117 3CR**

This course introduces students to the fundamental techniques and procedures used in baking and pastry production. Includes study of baking terminology, weighing procedures, ingredients and basic mixing methods to produce a variety of yeast breads, cakes, cookies, and desserts to industry standards. **Prerequisite: CUL 1102**  
 SEC01 BH B160 M-F 8:35AM-12:55PM  
 Teneika Eve

**Culinary Internship CUL 1119 3CR**

This twelve-week internship focuses on skills in food production and service through rotation in the kitchen brigade stations including Garde Manger, Breakfast and Short Order, Bakery and Pastry, Saucier, Larder & Butchery and Entremetier. Prior to the internship,

## COOKERY & NUTRITION

**Kitchen Theory and Practice 1 CKN 1102 4CR**

Cuisine and related theory in preparation for hospital-ity management. Topics include preparation, cooking, presentation, and sanitation management. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC01 BH B157 F 8:30AM-2:30PM  
 Shawn Ming

**Mathematics for Culinary Arts CUL 1030 3CR**

This course is designed to introduce the student to basic computer software applications in Microsoft



students will develop the skills and necessary documentation to prepare for the workplace. **Prerequisites:** *A minimum GPA 2.0 or higher in all Culinary Arts programme courses required as prerequisites; CUL 1108, CUL 1109, CUL 1110, CUL 1112, CUL 1117*

\*Internship\* SEC01 OFFSITE (various)  
TBA

### Food & Beverage Service CUL 1125 4CR

Through theoretical and practical applications, students are introduced to the front-of-the-house operations and professional dining room service techniques. Quality service, positive guest relations, and effective communication skills are emphasised. Students are prepared for certification through the Federation of Dining Room Professionals. **Prerequisites:** *CUL 1102, CUL 1104*

SEC01 BH B103 F 9:00AM-3:00PM  
TBA

### Oriental Cuisine CUL 1127 2CR

The following skills are contained in this module: demonstrating knowledge of the history and characteristics of Chinese cuisine; identifying and preparing dishes from the four main regional Chinese cuisine: Cantonese, Hunan, Peking and Szechuan; using cutting methods associated with oriental cuisine; demonstrating stir-fry and steaming methods; demonstrating Oriental Rice cookery; preparing Japanese dishes; preparing dishes of Malaysia, Indonesia and Vietnam; preparing dishes of Singapore and Thailand.

**Pre-requisites:** *CUL 1108, CUL 1109, CUL 1110, CUL 1114.*

SEC01 BH B157 M-R 8:30AM-1:00PM  
Shawn Ming

### Italian Cuisine CUL 1129 2CR

The following skills are contained in this module: demonstrating knowledge of the history and development of Italian cuisine; preparing antipastos; preparing pasta dishes; preparing specialty soups and sauces; baking Italian breads and rolls; preparing Italian salads; preparing Italian desserts. **Prerequisites:** *CUL 1108, CUL 1109, CUL 1110, CUL 1114.*

SEC01 BH B160 TR 2:35PM-3:25PM  
Rui De Sa

### Nutrition CUL 1131 2CR

An introduction to the functions of food sources of nutrients and their utilisation in human metabolic processes. Students will be required to list the primary functions and best sources of each of the major vitamins and minerals and evaluate diets in terms of the recommended dietary allowances. **Prerequisites:** *CUL 1108, CUL 1109, CUL 1110, CUL 1114*

SEC 01 BH B260 TR 2:35PM-3:25PM

Rui Desa

### Menu Planning CUL 2118 3CR

This course introduces students to basic menu planning principles, menu terminology and description, food and liquor menu layout and design, menu pricing, mechanics and analysis, nutrition and health concerns, cost control, product mix, average check and impact on profit. **Prerequisites:** *CUL 1108, CUL 1109, CUL 1110, CUL 1114*

SEC 01 BH B157 MW 2:30PM-4:00PM-  
Shawn Ming

### Advanced Production Cookery CUL 2127 2CR and Innovative Techniques

This module incorporates the skills students have developed in the programme and provides execution of food production at a more advanced level. Students will practice innovative culinary techniques and use specialty ingredients. Food techniques include spherification, emulsification, food deconstruction, and molecular gastronomy.

**Prerequisites:** *CUL 1108, CUL 1109, CUL 1110*

SEC01 BH B157 M-R 8:30 AM-1:00 PM  
Shawn Ming

## DIAGNOSTIC IMAGING

### Diagnostic Imaging Equipment DIT 1104 2CR

This course provides a basic knowledge of radiographic, fluoroscopic and mobile diagnostic imaging equipment requirements and design. It also provides a review of the quality management component of the radiographic process. Emergency precautions are also discussed throughout the course. **Prerequisites:** *A programme GPA of 2.67, grade of "C" or better in ENG 0012, BIO 1121, MAT 1105 and a grade "B-" or better in DIT 1101*

SEC01 TH T222 W 6:00PM-8:00PM  
TBA

### Principles of Imaging Technology I DIT 1105 2CR

This course provides the basic knowledge of the nature and science of radiation and the factors that govern diagnostic image production. The importance of quality control as it relates to image exposure is also discussed. **Prerequisites:** *A programme GPA of 2.67, BIO 1122, ENG 1111, PSY 1101, CSC 1110, ALH 1102 and a grade of "B-" or better in DIT 1102* **Corequisites:** *ENG 1112, BIO 2211, CIS 1120, DIT 1103, DIT 1104, DIT 1106*

SEC01 HH H213 M 1:20 PM-2:00PM  
TBA

### Radiographic Procedures I DIT 1106 2CR

This course provides the knowledge necessary to perform standard imaging procedures to ensure the highest quality of diagnostic images. The student will learn the basic principles of patient positioning as applied to Diagnostic Imaging Radiography. Areas of the body emphasised will be chest, abdomen, upper and lower extremities. **Prerequisites:** *A programme GPA of 2.67, BIO 1122, ENG 1111, PSY 1101, CSC 1110, ALH 1102 and a grade of "B-" or better in DIT 1102* **Corequisites:** *ENG 1112, BIO 2211, CIS 1120, DIT 1103, DIT 1104, DIT 1105*

SEC01 TH T224 S 1200PM-2:00PM  
TBA

MANY PATHS.  
DISCOVER YOURS.

## EARTH & ENVIRONMENTAL SCIENCE

### Discover Our World EES 1103 4CR

An introduction to Earth's lithospheric formations. Exploration of the ever-shifting face of the Earth focusing on plate tectonics, earthquake activity, volcanic eruptions, mountain building and the succession of complex ecosystems that form around our planet. Practical and field activities around Bermuda help students to understand our formation and our own unique ecosystems.

SEC01	HH	H176	MWF	9:35AM-10:25AM
	HH	H176	F	2:35PM-5:25PM

Amy Harvey

### Introduction to Oceanography EES 1105 4CR

An introduction to the history and tools of oceanography and limnology; sea water composition; ocean currents, waves and tides; marine organisms; coastal processes and development; ocean resources; and lake characteristics and processes. Laboratory.

SEC01	HH	H176	MWF	10:35AM-11:25AM
	HH	H176	R	2:35PM-5:25PM

Amy Harvey

### Environmental Geography EES 2211 3CR

A study of the environmental framework of the Earth; its ecosystems and bioclimatic, atmospheric, and hydrologic environments; pollution patterns, trends and impacts; hazardous waste production and disposal; biological diversity; land use; and environmental management. **Prerequisites: 8 credits from EES 1101, 1102, 1103, or 1105 or BIO 1102 and BIO 1104, or BIO 1121 or 1122.**

SEC01	HH	H176	M	6:00PM-9:00PM
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Amy Harvey

## ECONOMICS

### Principles of Micro-Economics ECO 1101 3CR

An introduction to economic analysis covering the problems of scarcity and choice, the allocation of resources in market and collective economies, a detailed analysis of the price mechanism, business organisation and the theory of the firm.

**Corequisite: One mathematics course at 1100-level.**

SEC 02NH	G225	T	6:00PM-9:00PM
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David Annan

### Principles of Macro-Economics ECO 1102 3CR

An introduction to economic analysis covering national income theory, fiscal and monetary policy, international trade, inflation, unemployment and economic growth. Attention is focused on current economic issues facing the United States and Bermuda.

**Corequisite: One mathematics course at 1100-level**

SEC 02	NH	G225	R	6:00PM-9:00PM
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David Annan

## EDUCATION

### Introduction to Child Development EDU 1103 3CR

A survey of the concepts, theories and various aspects of the development of children and adolescents. Topics include prenatal development, patterns of physical growth, sensation and perception, cognitive development, information processing, intelligence and assessment, language development and personality development. A minimum grade of B is required. **Prerequisite: A grade of "C" or better in ENG 0012**

SEC01	HH	H275	R	6:00PM-9:00PM
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Mellisa Gibbons-Tankard

### Nutrition Health & Safety in Early Childhood Education EDU 1104 3CR

This course will provide the student with a variety of safety concepts. The relationship between nutrition, health and safety will be explored, as well as strategies for communicating wellness concepts to children and families. **Prerequisite: A grade of "C" or better in ENG 0012**

SEC01	NH	G228	T	6:00PM-9:00PM
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Alana Wilson

### Children & their Environment EDU 2202 3CR

An examination of the environmental issues that shape the lives of children and their families. The course focuses on the experience of children in multicultural, multilingual, and multiracial families. The influence of communities and policies on family functioning is examined. **Prerequisite: EDU 2201**

SEC01	HH	H270	TR	4:05PM-5:25PM
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Quiana Jackson

### Exceptional Children EDU 2204 3CR

The course will provide an overview of special education in relation to the inclusion policy for public schools. The historical development of special education from Roman civilisation to the 1900s will be addressed together with the various exceptionalities of children including etiologies prognosis and educational alternatives. The course includes discussions on the effect of socio-economic status, ethnic group affiliation and parental and community attitudes towards those with disabilities. The benefits of acknowledging and working with cultural diversity and its capacity to enrich and enhance curriculum will be examined.

**Prerequisite: EDU 1102**

SEC01	NH	G307	W	6:00PM-9:00PM
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Algene Maybury

### Classroom Management EDU 2251 3CR

Exposes students to a range of evidence-based classroom management strategies and techniques for prevention and intervention of inappropriate behaviours. Course content will explore the theoretical assumptions of various models and, through active learning, explore practical application of their strategies. While many approaches will be studied, the major emphasis in the course will be on creating safe, respectful and culturally reflective learning environ-

# TECHNICAL EDUCATION

"Using your hands and your head..."



## NCCER CORE

Offered through the Division of Business Hospitality and Technical Education

**Major construction projects are on the horizon.  
Are you qualified to work on them?**

**REGISTRATION  
IS UNDERWAY  
NOW!**

- NO PREVIOUS EXPERIENCE REQUIRED!
- AN EXCELLENT WORK ETHIC EXPECTED!

**This is an intense course covering basic construction:**

- Basic Safety
- Introduction to Hand Tools
- Introduction to Construction Drawings
- Basic Employability Skills
- Introduction to Construction Math
- Introduction to Power Tools
- Basic Communication Skills
- Introduction to Materials Handling

ments through developmental, academic and constructionist approaches. **Prerequisites: PSY 1102 and EDU 1102 or EDU 2201**

SEC01 HH H275 M 6:00PM-9:00PM  
Trina Cariah

### Early Childhood Education Practicum

**EDU 2265 3CR**

A practical experience with children and/or youth to be conducted in a Bermuda College approved setting under the guidance of a professional. This practicum is undertaken on the approval of the programme advisor. **Prerequisites: Minimum programme GPA of 2.0 and the completion of EDU 2251, EDU 2264 and EDU 2207**

SEC 01 OFFSITE (varies)  
Algene Maybury

## ELECTRICAL WIRING

**DC Theory: OHM'S Law ELN 1107 1CR**

This module introduces the student to one of the most fundamental laws in all of electricity and electronics - Ohm's Law. Other topics include: What is electricity; Electrical units and Ohm's Law; The Properties of Power in an electrical circuit; Power in

DC Circuits; An introduction to electrical and electronic devices; The potential hazards of energised circuits; How to draw basic electrical circuits.

SEC01 TH T230 MW 1:30 PM-5:30 PM  
Delroy Musson

### The DC Series Circuit

**ELN 1108 1CR**

This module introduces the student to the DC series circuit. The topics covered are: Calculating resistance in a DC series circuit; How current reacts in DC series circuits; How voltage functions in a DC series circuit; Working with ratio and proportion; How voltage dividers work in a DC series circuit; How to calculate power in a DC series circuit. In addition to the DC theory, there are nine lab assignments that give the student hands-on experience with actual DC series circuits.

SEC01 TH T230 MW 1:30 PM-5:30 PM  
Delroy Musson

### The DC Parallel Circuit

**ELN 1109 1CR**

This module introduces the student to the DC parallel circuit. The topics covered are: How voltage functions in a DC Parallel circuit; Calculating resistance in a DC parallel circuit; Understanding resistance in a DC parallel circuit; How current reacts in a DC parallel circuit; How current dividers work in a DC

parallel circuit; How to calculate power in a DC parallel circuit. This module also includes seven lab assignments that investigate the various characteristics of the DC parallel circuit.

SEC01 TH T230 MW 1:30 PM-5:30 PM  
Delroy Musson

### **The DC Combination Circuit ELN 1110 1CR**

This module introduces the student to the DC combination circuit. Topics covered are: Calculating resistance in a DC combination circuit; How to calculate current in a DC combination circuit; How voltage functions in a DC combination circuit; How to calculate power in a DC combination circuit; Understanding voltage polarity and voltage drop; Understanding the design and operation of the three wire single-phase system; Understanding the principles of magnetism and electromagnetism. Eight labs are included in this module which provides the student with a thorough understanding of the DC combination circuit.

SEC01 TH T230 MW 1:30 PM-5:30 PM  
Delroy Musson

### **Norton's and Thevenin's Theorems and Kirchoff's Laws ELN 1111 1CR**

This module introduces the student to Norton's and Thevenin's theorems and Kirchoff's voltage and current laws. Topics include: How electrical generators produce electrical current; Applying the Principles of Superposition to circuit calculations; Using DC theory principles to solve real world problems; Kirchoff's voltage and current laws; Thevenin's and Norton's Theorems. Eight lab assignments provide the student with a thorough understanding of the theory and application of Thevenin's and Norton's Theorems and Kirchoff's voltage and current laws.

SEC01 TH T230 MW 1:30 PM-5:30 PM  
Delroy Musson

### **An Introduction to the National Electrical Code ELN 1112 1CR**

This module is the first of twelve powerful and comprehensive courses on the understanding, structure, language and application of the National Electrical Code. Topics include: Introduction to the NEC (National Electrical Code); Understanding and applying article 110 of the NEC; Interpreting the language of NEC article 100; General building wire properties and the NEC; Understanding conductor insulation and NEC specifications; Understanding the NEC process; Introduction to wiring devices; General requirements related to wiring devices; Specific receptacle and switch installation requirements.

SEC01 TH T230 MW 1:30 PM-5:30 PM  
Delroy Musson

### **Working with Series and Parallel RL & RC Circuits ELN 2119 1CR**

This module introduces the student to series and parallel RL circuits and series and parallel RC circuits; Topics include: Understanding the basic characteristics of AC circuits; Comprehending the parameters of series RL circuits; Understanding and working with parallel RL circuits; Comprehending the parameters

of series RC circuits; Understanding and working with parallel RC circuits. Fifteen lab assignments give the student a thorough knowledge of series and parallel RL and RC circuits.

SEC01 TH T230 MW 8:30AM-12:30PM  
Delroy Musson

### **Analysing and Working with Combination RLC Circuits ELN 2120 1CR**

This series of lessons provides the necessary information, along with twenty-one lab assignments, for the student to solve job problems for both series and parallel circuits containing resistance, inductance and capacitance. Topics include: Identifying and working with LC circuits; Comprehending and analysing series RLC circuits; Resonance in parallel circuits; Comparing series and parallel RLC circuits; Analysing and working with Combination RLC circuits; Series resonance; Parallel resonance; Clearly and accurately describe the characteristics of series and parallel resonant circuits.

SEC01 TH T230 MW 8:30AM-12:30PM  
Delroy Musson

### **Filters, Power Factor and Power Factor Correction ELN 2121 1CR**

This module introduces the student to the theory and operation of various types of filters and their application. In addition, the student will examine power factor and power factor correction. Topics include: An examination of the four classifications for filters; Power factor; Power factor correction. Six labs give the student the training and the confidence to solve problems involving filters and power factor on the job.

SEC01 TH T230 MW 8:30AM-12:30PM  
Delroy Musson

### **Understanding the Principles of Three Phase Systems ELN 2122 1CR**

This module introduces the student to the fundamental design and function of single and three-phase transformers. Topics include: Understanding the fundamental design and function of transformers; Learning how to identify and make single-phase transformer connections; Proper transformer installation procedures; Understanding the principles of three-phase systems; Learning how to identify and connect three phase transformers. Six lab assignments give the student practical hands on experience with the various types of transformer connections used in industry.

SEC01 TH T230 MW 8:30AM-12:30PM  
Delroy Musson

### **NEC - Branch Circuits 1 & 2 and Feeders and Services ELN 2123 1CR**

This module allows the student to make use of Table 8 in chapter 9 of the NEC to investigate the properties of various conductor sizes. The student will use his/her knowledge of the NEC to work with branch circuits, services and feeders. Topics include: The principles involved in sizing building wire; Calculating conductor



ampacity; Branch circuits 1 & 2; Outside branch circuits and feeders; Services 1; Lighting and receptacles.

SEC01 TH T230 MW 8:30AM-12:30PM  
Delroy Musson

### **NEC – Requirements for Cable Assemblies & Wiring Methods** **ELN 2124 1CR**

This module focuses on the various wiring methods recognised by the NEC. In addition, the student will become acquainted with many of the terms the NEC uses in conjunction with conduit wiring methods. Topics include: How to correctly apply the NEC's conduit wiring methods; The NEC's requirements for cable assemblies; Identifying boxes and fittings as defined by the NEC; Wiring methods - general installation requirements; Wiring methods - specific; Electrical nonmetallic tubing (ENT)

SEC01 TH T230 MW 8:30AM-12:30PM  
Delroy Musson

### **Solar Power Generation and Fuel Cell Basics** **ELN 5155 1CR**

This course focuses on two very important alternative energy topics: Solar Power and Fuel Cell Technology. The student will study the provisions of NEC Article 690 and how they apply to Solar Photovoltaic energy systems and the Array Circuits. Topics include: NEC requirements for solar power generation; Information technology sites and critical loads; Uninterruptible power supplies; Infrastructure components; Critical UPS systems design configurations; Solar photovoltaic systems-recommended practices (1), (2) and (3); Fuel cell basics; Fuel cell applications (1) and (2).

SEC01 TH T230 TR 1:30PM-5:30PM  
Delroy Musson

### **High Voltage Testing** **ELN 5156 1CR**

This module introduces the student to high voltage testing. The student will learn what high voltage testing is and why it is used; list the types of high voltage tests and describe when they are used; describe the types of leakage currents that are present during these tests; describe the advantages of AC and DC testing; describe the different types of test instruments used in conducting high voltage tests. Topics include: Introduction to high voltage testing; High voltage testing safety; Preparing for high voltage testing; Insulation quality testing; Acceptance and maintenance testing; Insulation testing using the megohmmeter.

SEC01 TH T230 TR 1:30PM-5:30PM  
Delroy Musson

### **Harmonics and Power Quality Surveys** **ELN 5157 1CR**

This module introduces the student to Power Quality. The student will review the various systems that comprise a modern power distribution system. He or she will learn why Harmonics is considered to be one of the most significant power quality problems found in electrical distribution systems today. Topics include: Power distribution systems; Power quality terminology, Costs and concepts; Types of power

problems; Harmonics; Power quality surveys; Power system troubleshooting; Mitigation equipment.

SEC01 TH T230 TR 1:30PM-5:30PM  
Delroy Musson

### **Automation Networks** **ELN 5158 1CR**

In this module the student will learn what automation networks are and how they are different from traditional wiring systems in buildings. In addition, the student will study about the advantages of a network infrastructure over dedicated wiring systems. Topics include: Introduction to automation networks; Automation network fundamentals; Installing building automation networks; Intelligent nodes and network devices; Integrating building automation networks.

SEC01 TH T230 TR 1:30PM-5:30PM  
Delroy Musson

### **Understanding Emergency Building Installation Requirements** **ELN 5159 1CR**

This module serves as a review of earlier lessons on NEC Article 230 services. In addition, it will cover items like GPPE for Services under 600 volts nominal or less and the installation requirements for services exceeding 600 volts nominal. The student will study NEC Article 725-remote control signalling and examine the significant change to the 2005 Code. Topics include: Installing electrical services; Pools, Fountains and similar locations; Understanding emergency building installation requirements; Over 600 volt installations; Remote control signalling and power limited circuits; NEC 2005 (1) & (2); Determining conductor ampacity.

SEC01 TH T230 TR 1:30PM-5:30PM  
Delroy Musson

### **Electrical Load Calculations as per the NEC** **ELN 5160 1CR**

This final Code lesson concentrates on various load calculations for single and multi-family residential units. Topics include: Calculating raceway fill; Box size and fill calculations; Introduction to load calculations; Calculating range loads as per the NEC; Calculating residential loads as per the NEC; Calculating multi-family dwelling loads as per the NEC.

SEC01 TH T230 TR 1:30PM-5:30PM  
Delroy Musson

## **ENGLISH COMMUNICATION**

### **Preparatory College Writing I** **ENG 0011 OCR**

A basic writing course emphasising the development, organisation and revision of paragraphs and short essays. Students receive instruction in grammar, rhetorical strategies and the practices of standard written English. **Prerequisite: A grade of "C" or better in ENG 0002 or satisfactory performance on College Placement Test.**

SEC01 NH G306 MWF 11:35AM-12:25PM  
Yesha Townsend

### Preparatory College Writing II ENG 0012 OCR

This course focuses on further development of expository writing skills and the introduction of the argumentative research essay. Special attention is given to essay structure, coherence and the practices of standard written English. Research techniques are introduced and practised in the single source essay and in a short researched essay. **Prerequisite:** **A grade of "C" or better in ENG 0011 or satisfactory performance on College Placement Test.**

SEC01 NH G223 MWF 12:35PM-1:25PM  
Yesha Townsend

SEC02 NH G307 M 6:00PM-9:00PM  
Denise Simons

### Preparatory College Reading I ENG 0015 OCR

Development of college-level study and reading skills. Instruction includes outlining, summarising, increasing vocabulary, improving comprehension through reading essays and short fiction, and developing library skills and test-taking strategies. **Prerequisite:** **Satisfactory performance on College Placement Test.**

SEC01 NH G323 W 6:00PM-9:00PM  
Gail Smith

### Preparatory College Reading II ENG 0016 OCR

Reinforces and builds upon skills developed in ENG 0015 through a study of selected readings from textbooks abstracts, library sources, and different literary genres such as poetry and drama. **Prerequisite:** **A grade of "C" or better in ENG 0015 or satisfactory performance on College Placement Test.**

SEC01 NH G306 R 6:00PM-9:00PM  
Jeannaire Christopher

### Communications for Industry II ENG 1045 3CR

A course emphasising comprehension and summary of industry-related material, writing researched reports, preparing short talks, and developing different styles of letters and memos commonly required in industry. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite:** **A grade of "C" or better in ENG 1044 or satisfactory performance on the College Placement Test.**

SEC01 NH G301 MWF 9:35AM-10:25AM  
Sajni Tolaram

### Freshman Composition ENG 1111 3CR

A course intended to prepare students for college writing and beyond. There is a focus on composition that includes writings such as essays (exemplification, cause-effect, process analysis, compare and contrast, division and classification etc.), editorials, manifestos, blogs etc. Students develop research and documentation skills (MLA) and apply them to required research papers and assignments. **Prerequisites:** **A grade of "C" or better in ENG 0012 and ENG 0016 or satisfactory performance on the College Placement Test.**

SEC01 NH G223 MWF 9:35AM-10:25AM  
TBA

SEC02 HH H213 MWF 10:35AM-11:25AM  
TBA

SEC03 NH G225 TR 11:35AM-12:55PM  
Yesha Townsend

SEC04 HH H270 W 6:00PM-9:00PM  
TBA

### Literary Analysis ENG 1112 3CR

An introduction to literary analysis that focuses on devices such as imagery, setting, character, point of view, theme, and figures of speech in selected works of prose, poetry, drama and short fiction. Students read works from different perspectives and prepare analytical and researched essays.

**Prerequisite:** **ENG 1111**

SEC01 NH G223 MWF 11:35AM-12:35PM  
TBA

SEC02 HH H270 TR 2:35PM-3:55PM  
Sajni Tolaram

SEC03 NH G304 R 6:00PM-9:00PM  
Yesha Townsend

### Writing for Professionals ENG 1115 3CR

A writing course designed for students who wish to develop the organisational techniques, style, and research skills appropriate to business and industry. Analysis will be emphasised. An investigative report is required. **Prerequisite:** **ENG 1111**

SEC01 NH G223 MW 2:35PM-3:55PM  
Dwayne Thompson

### Oral Communication ENG 2212 3CR

A study of the theory and practice of public speaking. Levels of communication and their application. The focus is on preparing and delivering oral presentations. **Prerequisite:** **ENG 1112 or ENG 1115**

SEC01 HH H270 R 5:30PM-8:30PM  
Sajni Tolaram

### Women Writers ENG 2239 3CR

A selected study of novels, short stories, drama and poetry, written by women from the mid-19th Century to the present. Works by representative authors from the United States, the Caribbean, Africa, Asia and Bermuda. **Prerequisite:** **ENG 1112**

SEC01 HH H211 MW 2:35PM-3:55PM  
Sajni Tolaram

## FOOD & BEVERAGE SERVICE

### Food Service I FAB 1100 4CR

Practical food, beverage and wine service skills and knowledge in a dining room, principles of merchandising and salesmanship, customer relations, forecasting and planning workloads and bar technology. Students are required to obtain the Federation of Dining Room Professionals Certified Dining Room Associate and the Associate Wine Steward certification.

**Prerequisite:** **CUL 1104**

SEC01 BH B103 F 9:00AM-3:30PM  
Rui De Sa

## Flexible Biology Course Offerings SP/24



- Bio 1104 General Human Biology  
**Distance** (Asynchronous / Remote)  
For Non - Science Majors  
No Prerequisites
- Bio 1122 Principles Of Biology II  
**Hybrid** (In Person Labs)  
Prerequisite - Bio 1121
- Bio 2211 & Bio 2212 Anatomy & Physiology I & II  
**Hybrid** (In Person Labs)  
For Science Majors  
Prerequisite - Bio 1122

For More information email  
[asimmons@college.bm](mailto:asimmons@college.bm)

## FILM STUDIES

### Genre Studies **FLM 2201 3CR**

This course concentrates on the major classifications of film genres and respective iconography through representative films. Classic, contemporary, and international films are considered as they express meanings (themes) to which the audience responds by engaging with cinema in its function as an art, a science, and as a global enterprise.

**Prerequisites:** ENG 1111

SEC01 Independent Study Course  
Sajni Tolaram

## FRENCH

### Beginner's French II **FRE 1102 3CR**

A continuation of FRE 1101 with increasing attention to the relationship between speaking and writing French.

SEC01 HH H273 MWF 9:35AM-10:25AM  
Tiffany L Smith-Richol

### Intermediate French II **FRE 2212 3CR**

A continuation of the studies developed in FRE 2211.

**Prerequisite:** FRE 2211

SEC01 HH H270 MW 8:35AM-9:25AM  
Tiffany L. Smith-Richol

Are you interested in learning how to compose business letters, emails, and formal reports commonly used in business and industry? Do you possess the writing skills, investigative skills and problem-solving ability requisite for promotion and advancement in your career? Would you like to learn how to write various types of cover letters and resumes that are required for job applications and employment interviews? If so, consider enrolling in

## ENG 1115 - Writing for Professionals

For the busy professional, the course is offered conveniently on Saturday mornings online as well as on campus during the week. Learn how effective business writing and problem-solving competency can improve your chances for promotion and career advancement.

For further information, contact  
Dr. Dwayne Thompson, Dean of Arts & Science  
Tel: 236-9000, ext. 4245 • Email: [dthompson@college.bm](mailto:dthompson@college.bm)

**SEE PAGE 18**

## HEATING, VENTILATION & AIR CONDITIONING

### Mechanical Maintenance **HVA 1102 3CR**

The following topics are contained in this module:  
Analyse air properties; Select and install venting systems; Maintain mechanical components; Test AC circuits and components.

SEC01 TH T085 MW 1:30PM-5:30PM  
Ornette Fough

### HVAC Controls **HVA 1103 3CR**

The following topics are contained in this module:  
Test electronic circuits; Test electric furnace controls; Operate electric, electronic and pneumatic control systems; Identify accessories; Install and adjust refrigerant controls.

SEC01 TH T166 MW 1:30PM-5:30PM  
Ornette Fough

### Refrigeration System Service **HVA 1104 4CR**

The following skills are contained in this module:  
Operate, service and install compressors; Service heat pumps; Use leak detectors, Vacuum pumps, recovery units and charging systems; Recycle refrigerants. During this module students will write the Ministry of Environment Certification exam for CFC Handling in Bermuda.

SEC01 TH T166 MW 1:30PM-5:30PM  
Ornette Fough

### Senior Student Project II **HVA 2109 2CR**

This is a continuation of Module 5. Requirements include a final report to be sent to ASHRAE at the completion of the project.

SEC01 TH T085 TR 1:30PM-5:30PM  
Ornette Fough

# The ILS Bermuda College Partnership

A programme designed specifically for Bermuda College students to gain direct exposure to Bermuda's insurance, reinsurance and ILS industries.

“ The ILS Bermuda College Programme completely changed my life. By participating in the programme, I was able to learn extensively about the reinsurance industry, network with professionals, and secure two summer internships. The experiences I gained were invaluable and culminated in me receiving two scholarships that have entirely funded the remainder of my university education overseas. I would highly recommend the ILS Bermuda College Programme to anyone that is considering joining.

*Nicholas Heston Kessell, 2022 – 2023 ILS Bermuda College Programme member*

”

PHOTOS: WWW.ILSBERMUDA

ILS Bermuda has partnered with Bermuda College since 2017 to provide access to Bermuda College students to the ILS Convergence Conference held in October each year. Over the last few years, this initiative has grown to a more comprehensive offering that seeks to provide Bermuda College students with a full-year programme which runs parallel to students' academic programmes. The programme seeks to be complementary to students' academic programme by offering both practical, real-world engagement with the insurance, reinsurance and insurance-linked securities (ILS) sectors and provides multiple networking opportunities designed to help students begin careers in these sectors.

Participating students will be introduced to the ILS market as an innovative and growing segment within the insurance and reinsurance industry. Members of the international business community will provide lectures on innovative and alternative re/insurance products that are designed to respond to natural catastrophe risk and other specialty risks like cyber risk.

Key elements of the full-year programme include:

**Attending the ILS Convergence Conference** - Students will attend the annual ILS Bermuda Convergence Conference at the Hamilton Princess October 7th to 9th 2024, enjoying an opportunity to learn more about ILS and reinsurance by attending panel sessions and

through support from industry mentors available for guidance and questions. Students are also encouraged to participate in social events and network with conference attendees, mentors and ILS Bermuda committee members.

**Year-round mentorship** - In addition to the mentors who are assigned to Bermuda College students attending the ILS Convergence Conference to help with the relatively steep learning curve that the conference presents, year-round mentorship is offered to help students in areas such as their career focus, internship choices as well as university selections.

**Resumé building module** - Volunteers from the ILS sector provide a high-level overview of advice designed to enhance the impact of students' resumes followed by break-out sessions where guidance and feedback is provided for all student resumes.

**Interview practice module** - Similar to the resume building module, this module provides a general overview of do's and don'ts for interviews that students are then encouraged to practice through two one-on-one mock interviews with industry practitioners in areas of their industry interest such as underwriting, accounting and actuarial.

**Scholarship and internship application module** - This module provides a general overview of do's and don'ts, and tips and tricks for applying for scholar-

ships and internships that aims to help students maximise their chances of a successful application.

**Lunch and Learn module** - Conducted for the first time in 2023, the 'Lunch and Learn' module was conceived based on the questions posed by Bermuda College students at the October 2022 ILS Convergence Conference. Questions included: "What do actuaries actually do?", "What does an ILS investor pitch look like?" and "How are insurance companies structured? What do the teams do, and what are the various roles within a company?". Individual students volunteer and directly arranged nine sessions with industry members while being supported behind the scenes by the ILS Bermuda team as needed.

**Internships** - ILS Bermuda solicits interest for paid summer internships and work-shadow opportunities exclusively for Bermuda College students from ILS and other insurance and reinsurance market participants where students can learn 'hands-on' and gain valuable work experience. Students may apply for these internships which involve an interview and selection process run by the individual participating companies. In 2024 there were six internships exclusively offered to Bermuda College students by five organisations in the (re)insurance and ILS space.





## IMPORTANT DATES

### 2025

**January 10** | Deadline for ILS Bermuda College Internship applications

**January 14** | Lunch & Learn logistics session with students

**January 23** | Lunch & Learn programme starts

-

**April 1** | Essay Competition starts

-

**May 30** | Essay Competition winner announced

**INTERESTED STUDENTS** should discuss participating in this programme with *Craig Simmons (cfs@college.bm), Ali Arouzi (aarouzi@college.bm), Ann Parsons (aparsons@college.bm) or Kayla Bridgewater (kbridgewater@college.bm).*

### ABOUT ILS BERMUDA

ILS Bermuda is an industry organisation formed to promote Bermuda as the jurisdiction of choice for the development of insurance-linked solutions.

### ABOUT ILS CONVERGENCE

ILS Convergence is the premier networking event for the alternative reinsurance, convergence and insurance-linked securities marketplace, supported by the most-respected organisations in the ILS sector. This event attracts investors and industry participants to Bermuda, the leading jurisdiction for ILS.

### System Performance

HVA 2110 3CR

The following topics are contained in this module:  
Use of blueprints; Test indoor air quality; Identify energy conservation equipment.

SEC01 TH T166 TR 1:30PM-5:30PM  
Ornette Fough

### Energy Management

HVA 2111 3CR

The following topics are contained in this module:  
Explain energy management; Maintain water quality; Start-up and shutdown commercial systems.

SEC01 TH T166 TR 1:30PM-5:30PM  
Ornette Fough

### System Design

HVA 2112 3CR

The following topics are contained in this module:  
Calculate heat loads; Identify cold storage equipment.

SEC01 TH T166 TR 1:30PM-5:30PM  
Ornette Fough

## HISTORY

### Modern Bermuda 1834-1963

HIS 2230 3CR

This course focuses on the economic and social changes occurring in Bermuda between the abolition of slavery and the introduction of universal adult suffrage. Topics to be considered include: Social structure of post-emancipation society; Bermuda's economic development since emancipation; Conflict and change during the inter-war years; Genesis of the labour movement; Universal suffrage. The methodology of family history will also be examined.

**Prerequisites:** HIS 1140 and HIS 1141

SEC01 HH H273 M 6:00PM-9:00PM  
Radell Tankard

## HOTEL MANAGEMENT

### Intro to Lodging Management

HMT 1120 3CR

A study of hotel organisation with particular reference to skills required for lodging management. Topics include: reservations, reception, cashiering, night audit and housekeeping. Students are required to gain practical experience shadowing supervisors in the front office, housekeeping and reservation departments, at the Coco Reef Resort or another approved establishment.

SEC01 Online TR 10:05AM-11:25AM  
TBA

### Hospitality Supervisory Practices

HMT 2255 3CR

A study of the theory and practices relating to supervision within the hospitality industry including recruitment, motivation, discipline, communications, conflict resolution, effective change. **Prerequisite:** HMT 1175

SEC01 Online TR 4:05PM-5:25PM  
Rui DeSa

### Food & Beverage Management

HMT 2260 3CR

A study of the art and science of managing a profitable

food and beverage operation. Management structure and functions, food and beverage cost controls, prevention of theft and fraud, the management of small business operations. **Prerequisite:** FAB1100

SEC01 Online W 1:00PM-2:30PM  
Rui DeSa

## INSURANCE

### Insurance Operations

INS 2220 3CR

In this course, students will study various facets of insurance operations, including regulating, marketing and distributing insurance. They will also learn how to underwrite risks and analyse claims. They will explore reinsurance, examine the use of technology in insurance and examine strategic management. A minimum grade of "B" or better will be eligible for a waiver for the CPCU 520 exam from the institutes.

**Prerequisite:** INS 1101

SEC01 G223 TR 6:00PM-9:00PM  
William Soares

### Special Topics in Insurance

INS 2298 3CR

Course participants will learn about the international re/insurance sector in Bermuda by tracing the evolution of the insurance concept from its humble beginning as the headquarters for American International Company in 1948 to a major global player of risk management. **Prerequisite:** ENG 1111

SEC01 ONLINE M 6:00PM-9:00PM  
Craig Simmons

## LAW

### Business Law

LAW 2203 3CR

This course gives students a working knowledge of the legal system and the law and how it affects day-to-day operations of business. Emphasis is on the Law of Contract, the Law of Torts and Employment Law. **Prerequisite:** 18 credits at the 1000-level

SEC01 NH G226 W 6:00PM- 9:00PM  
Vaughn Caines

## MANAGEMENT

### Accounting Assistant Work Placement

MGN 1016 1CR

This course requires the student to demonstrate professional ethics, skills and knowledge required of an accounting assistant in the office environment. This course is a final course preparing the student for immediate employment. Students will be required to have a 2.0 (C) average or higher in all accounting assistant programme courses required as pre-requisites.

**Prerequisites:** A minimum GPA 2.0 or higher in all Accounting Assistant programme courses required as prerequisite; ACC 1041, CIS 1120 Corequisites: MGN 1015, MGN 1040

Internship SEC01 OFFSITE (various)  
L'Tanya Roberts



## REGISTRATION IS OPEN UNTIL **JANUARY 19**, ALSO THE FINAL DAY FOR TUITION PAYMENTS

### Introduction to Business **MGN 1114 3CR**

This course provides an introduction to business concepts and functions. Topics covered include: Ethics and social responsibility, Forms of business ownership, Small business and entrepreneurship, Management and organisation of the firm, Marketing, operations, finance, and human resources. Emphasis will be placed upon the discussion of current issues and trends relating to these topics. Case study analysis will be introduced.

**Prerequisite:** A grade of "C" or better in ENG 0012

SEC01	HH	H213	TR	10:05AM-11:25AM
Erwin Lightbourne				
SEC02	NH	G301	M	5:00PM-8:00PM
Erwin Lightbourne				

### Tourism **MGN 1116 3CR**

An introduction to tourism, including tourism supply components, marketing and the social and economic impact of tourism development both internationally and in Bermuda. **Prerequisite:** A grade of "C" or better in ENG 0012

SECD1	Online		W	10:05AM-11:25AM
TBA				

### Customer Service Skills **MGN 1129 3CR**

This course will provide students with a systematic process for developing customer service skills that are required to deliver "service excellence", a term used to describe the exceptional levels of service that customers seek. In addition to learning about what makes up the twenty-first century "service economy", students will have an opportunity to develop "service excellence" strategies that they can apply in their future careers. Emphasis will be placed learning how to become obsessed with satisfying customer needs, effectively dealing with difficult customers, consistently communicating with customers, building lasting relationships with customers and embracing emerging service-oriented technologies designed to foster brand loyalty.

**Prerequisite:** A grade of "C" or better in ENG 0012

SECD1	BH	B260	MW	1:30PM-3:00PM
Rui DeSa				

### Business Ethics **MGN 2115 3CR**

This course will provide students with an overview of business ethics and practices with emphasis on the process of ethical decision-making challenges faced in today's society. Topics such as an overview of business ethics including corporations and social responsibility, and ethical issues in the workplace will be covered.

SEC01	NH	G307	TR	2:35PM-3:55PM
Erwin Lightbourne				

### Business Work Placement **MGN 2119 3CR**

An academic practicum designed to provide an opportunity to apply knowledge gained in the classroom to

a work environment. The practicum is a minimum of eighty hours of unpaid work experience. **Prerequisites:** A minimum GPA 2.0 or higher in all Business Management programme courses required as prerequisite; ACC 1140 or CIS 1130 as well as ACC 1135, ACC 1145, CIS 1120, CSC 1100 and MGN 1114 or permission from the Practicum Coordinator.

SEC01	OFFSITE (various)
TBA	

### Marketing Management II **MGN 2211 3CR**

A continuation of MGN 2210 that looks at consumer buying behaviour, retailing, wholesaling, selling, price setting, product life cycle, market research and international marketing. **Prerequisite:** MGN 2210

SEC01	HH	H213	TR	11:35AM-12:55PM
Erwin Lightbourne				

### Business Analysis & Communication **MGN 2217 3CR**

This course reinforces the theoretical principles of business introduced in MGN 1114 through communication skills development. It will require students to make practical use of introductory business concepts. Students will be required to research and analyse business-related material and express their ideas in the form of oral presentations, formal reports and case studies. **Prerequisite:** MGN\*1114 and CIS\*1120

SEC01	NH	G225	W	6:00PM-9:00PM
Erwin Lightbourne				

### Introduction to Project Management **MGN 2230 3CR**

Project management is becoming increasingly more important in today's world. Mastery of key tools and concepts gives you a significant competitive advantage in the marketplace. This course content deals with setting the scope of the project, planning, staffing, organising, directing, controlling and closing projects. The course includes major topics such as Strategy, Priorities, Organisation, Project Tools and Leadership. Primary class emphasis is on the project management process and tools. **Prerequisite:** CIS\*1120

SEC01	BH	B260	TR	11:35AM-12:55PM
Rui De Sa				

### Finance I **MGN 2240 3CR**

The course provides an in-depth study of the techniques required for managerial decision-making in the financial area. Topics include: Mathematics of finance; Financial analysis; Financial management; Interest rate theories; Working capital management; Short-term financing and capital markets.

**Prerequisites:** ACC 1145 and MAT 1131

SECD1	ONLINE	TBA
Ann Parsons		

**Finance II MGN 2241 3CR**

A continuation of MGN 2240. Topics include: Present values; Cost of capital; Managing risk; Long-term financing; Dividend policies; Calculating bond and stock values. **Prerequisite: MGN 2240**

SECD1 ONLINE TBA  
Ann Parsons

## MATHEMATICS

**Basic Mathematics MAT 0010 OCR**

A review of foundational-level mathematics for students needing to strengthen their problem solving skills. Topics include adding, subtracting, multiplying, and dividing fractions, decimals, and integers.

SEC01 NH G304 MWF 10:35AM-11:25AM  
Dana Lightbourne

**Preparatory College Mathematics I MAT 0014 OCR**

An elementary course developing a foundation in algebra. Topics include linear equations & inequalities, equations of lines, exponents and polynomials. **Prerequisite: A grade of "C" or better in MAT 0010, or satisfactory performance on the College Placement Test.**

SEC01 NH G306 MWF 9:35 AM-10:25 AM  
Lynne Wade  
SEC02 NH G305 MWF 11:35AM-12:25PM  
Lynne Wade  
SEC03 NH G306 T 6:00PM-9:00PM  
Lynne Wade

**Preparatory College Mathematics II MAT 0015 OCR**

An intermediate algebra course preparing students for entry to college-level mathematics. Topics include polynomials with emphasis on factoring and solving quadratic equations, solving rational and radical equations, simplifying complex expressions, and performing basic operations on rational and radical expressions. **Prerequisite: A grade of "C" or better in MAT 0014, or satisfactory performance on the College Placement Test.**

SEC01 NH G225 MW 4:05PM-5:25PM  
Sergio Pitcher  
SEC02 NH G307 TR 11:35AM-12:55PM  
Jennifer Ackah  
SEC03 NH G306 W 6:00PM-9:00PM  
Sergio Pitcher

**College Algebra I MAT 1105 3CR**

Intended to provide exposure to a number of mathematical topics at college level for those students who do not wish a concentration in mathematics but who need to improve their competency in intermediate algebra. Such topics will include absolute values, domain and range of functions, symmetry, graphs, horizontal and vertical translations and the study of roots of polynomials.

**Prerequisite: A grade of "C" or better in MAT 0015**

SEC01 NH G225 MWF 1:35PM-2:25PM  
William Ashby  
SEC02 NH G304 MWF 11:35AM-12:25PM  
Dana Lightbourne  
SEC03 HH H270 M 6:00PM-9:00PM  
William Ashby  
SEC04(O)NH G304 TR 8:35AM-10:05AM  
NH G304 M 3:35PM-4:25PM  
Jennifer Ackah

**A Survey of Mathematics MAT 1107 3CR**

An introductory course in mathematics covering topics in set theory, Venn Diagrams, logic, consumer mathematics, as well as other selected topics including, but not limited to finite mathematical systems and graph theory. **Prerequisite: A grade of "C" or better in MAT 0015**

SEC01 NH G304 TR 3:30PM-4:55PM  
William Ashby

**Finite Mathematics MAT 1131 3CR**

Intended for business students needing to develop a facility with certain techniques to solve practical problems. Includes systems of linear equations and inequalities, optimisation, supply and demand analysis, linear programming, mix of constraints, matrix algebra, sinking funds, amortisation, future value of ordinary annuities. **Prerequisite: A grade of "C" or better in MAT 0015**

SEC01 NH G304 MWF 2:35PM-3:25PM  
William Ashby

**Pre-Calculus MAT 1141 3CR**

A continuation of the study of topics in algebra, in addition to topics in trigonometry recommended for students of calculus, or those seeking a concentration in mathematics or science. Includes the study of exponential and logarithmic functions and equations, graphs of trigonometric functions, trigonometric equations, compound angles, sine and cosine formulae. **Prerequisite: MAT 1105 or satisfactory performance on College Placement Test.**

SEC02 HH H270 TR 10:05AM-11:25AM  
Dana Lightbourne

**Calculus I MAT 1152 3CR**

Intended as a theoretically-rich advanced approach to the fundamental concepts of calculus, particularly useful for students wishing to pursue further university-level work in this or related fields. Includes limits, continuity, differentiability, Rolle's Theorem, the Mean Value Theorem, Riemann sums, Fundamental Theorem of Calculus. **Prerequisite: MAT 1141**

SEC01 NH G304 MWF 9:35AM-10:25AM  
Dana Lightbourne

**Multivariable Calculus MAT 2220 3CR**

Intended as a continuation of MAT 2201 for students taking a concentration in science and/or mathematics. Includes quadric surfaces, limits, continuity and differentiability of functions of several variables,



directional derivatives, Lagrange multipliers, line integrals, double and triple integration, surface areas.

**Prerequisite:** MAT 2201

SEC01 HH H275 TR 10:05AM-11:25AM  
William Ashby

### Statistics I MAT 2233 3CR

Intended for students requiring a background in descriptive statistics and elementary sampling theory. Includes characteristics of frequency distributions, measures of central location and variability, probability and probability distributions, sampling theory and sampling distributions. Applications are taken from business, management, social science and science. **Prerequisite: 15 credits at the 1100-level, three of which must be an 1100-level math course.**

SEC01 NH G304 T 6:00PM-9:00PM  
Dana Lightbourne

### Statistics II MAT 2234 3CR

A continuation of MAT 2233 covering methods of statistical inference. Includes estimation, hypothesis testing, chi square, and analysis of variance, linear regression and correlation. Applications are taken from business, management, social science and natural science. **Prerequisite: MAT 2233**

SEC01 G306 MWF 10:35AM-11:25AM  
Lynne Wade

### Elementary Differential Equations MAT 2240 3CR

Intended to provide exposure to the topics in the differential equations for students who wish to obtain a concentration in mathematics or in the fields of science where a sound background in mathematics is required. Such topics include first order differential equations and their applications in biology, chemistry and social science, second order differential equations and their applications in mechanics and electronics, higher order equations, series solutions and matrix methods. **Prerequisite: MAT 1152**

SEC01 HH H275 TR 8:35AM-9:55AM  
Ali Arouzi

## MOTOR VEHICLE TECHNOLOGY

### Ignition Systems MVT 1101 3CR

The following skills are contained in this module: Identify the basic ignition systems; identify different distributor systems; perform basic engine and ignition tests.

SEC01 TH T187 M-R 1:30PM-5:30PM  
Michael Thompson

### Fuel/Exhaust Systems MVT 1102 3CR

The following skills are contained in this module: Identify the various types of fuels and fuel specifications, testing and servicing the components of fuel systems, air intake systems components and replace exhaust systems.

SEC01 TH T187 M-R 1:30PM-5:30PM  
Michael Thompson

### Exhaust Emissions Systems MVT 1103 3CR

The following skills are contained in this module: Perform diagnostic testing and repair problems related to the positive crankcase ventilation system, describe the operation of gas exhaust systems and catalytic converters, perform test and repair components of spark control and idle speed control systems.

SEC01 TH T187 M-R 1:30PM-5:30PM  
Michael Thompson

### Steering System MVT 2110 3CR

The following skills are contained in this module: Identify steering systems, diagnose, test and repair steering systems.

SEC01 TH T187 M-R 8:30PM-12:30PM  
Michael Thompson

### Power Steering Systems MVT 2111 3CR

The following skills are contained in this module: Perform test and service manual and power steering service power steering pump, perform inspection on and repair of steering column.

SEC01 TH T187 M-R 8:30PM-12:30PM  
Michael Thompson

### Suspension Systems MVT 2112 3CR

The following skills are contained in this module: Diagnose wheel alignment, adjust and repair wheel alignments and perform wheel balance and implement the principles of the front and rear suspension systems.

SEC01 TH T187 M-R 8:30PM-12:30PM  
Michael Thompson

## NCCER

### Basic Safety NCC 1101 1CR

Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Reviews the role of company policies and OSHA regulations. Introduces common job-site hazards and identifies proper protections. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces.

SEC01 TH T202 MWR 6:00PM-9:00PM  
TBA

### Mathematics NCC 1102 1CR

Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions and decimals, and explains their applications to the construction trades. Explains how to use and read various length measurement tools, including standard and metric rulers and tape

measures, and the architect's and engineer's scales. Explains decimal fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.

SEC01 TH T202 MWR 6:00PM-9:00PM  
TBA

### Hand Tools NCC 1103 1CR

Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.

SEC01 TH T202 MWR 6:00PM-9:00PM  
TBA

### Power Tools NCC 1104 1CR

Provides detailed descriptions of commonly used power tools, such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

SEC01 TH T202 MWR 6:00PM-9:00PM  
TBA

### Introduction to Construction Drawings NCC 1105 1CR

Familiarises trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees on how to interpret and use drawing dimensions. Four oversized drawings are included.

SEC01 TH T202 MWR 6:00PM-9:00PM  
TBA

### Basic Communication Skills NCC 1107 1CR

Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasise the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

SEC01 TH T202 MWR 6:00PM-9:00PM  
TBA

### Employability Skills NCC 1108 1CR

Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation and key workplace issues such as sexual harassment, stress and substance abuse.

SEC01 TH T202 MWR 6:00PM-9:00PM  
TBA

### Introduction to Material Handling NCC 1109 1CR

Recognises hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces

materials handling equipment and identifies appropriate equipment for common job-site tasks.

SEC01 TH T222 MWR 6:00PM-9:00PM  
TBA

## NURSING

### Psychiatric Nursing NUR 2200 5CR

This course introduces concepts of nursing care for patients throughout the life span with maladaptive psychosocial and physiological responses related to mental disorders. Development of communication skills, self awareness and the therapeutic use of self in selected clinical settings is integrated throughout the course. **Prerequisites: A grade of "B-" or better in NUR 1150 Corequisites: NUR 2201 and NUR 2235**

SEC01 TH T224 T 6:00PM-9:00PM  
Practical OFFSITE W 8:00AM-1:00PM  
Karen Grant-Simmons

### Medical Surgical Nursing NUR 2201 7CR

Students in Nursing 2201 will learn nursing care of individuals with common disease processes. The clinical experience allows students to further develop psychomotor skills such as health assessment and use critical thinking and communication skills to develop a nursing diagnosis on a stable medical or surgical patient. **Prerequisites: A grade of "B-" or better in NUR 1150 Corequisites: NUR 2200 and NUR 2235**

SEC01 TH T224 R 8:30AM-12:30PM  
TH T226 M 6:00PM-9:00PM  
OFFSITE S 7:30AM-2:00PM  
OFFSITE U 7:30AM-2:00PM

Renee Faulcon

SEC02 TH T088 R 1:30PM-5:30PM  
Renee Faulcon

### Adult Health Practicum NUR 2251 8CR

This is the capstone course of the ADN, entry level nursing programme. Students in this course examine health issues that are complex and encompass multiple systems. Information presented will be synthesised with knowledge gained in previous courses, specifically pathophysiology, pharmacology, and medical-surgical nursing. In the clinical setting, students will demonstrate the ability to apply the nursing process to the care of individuals with complex needs. Current evidence-based research and implications will be incorporated throughout the course. **Prerequisite: A grade of "B-" or better is required to pass this course.**

SEC01 TH T224 M 8:35AM-12:25PM  
TH T226 T 9:35AM-12:25PM  
OFFSITE S 8:00AM-8:00PM

Renee Faulcon

## PHILOSOPHY

### Medical Ethics PHL 2210 3CR

This course will provide an introduction to ethical principles that increase awareness and provide skills to comprehend and manage ethical dilemmas in healthcare. When values and beliefs differ this can lead to conflict and poor health outcomes. The learner

will examine moral principles that regulate standards and codes of conduct which guide decisions and the behaviours of healthcare professionals. Analysis and reflection on concepts of ethics, human rights and social issues, related to healthcare, are essential to promote clinical competence and sensitivity to the needs of the healthcare consumer.

**Prerequisite:** ENG 1112

SEC01 TH T224 F 9:00AM-12:00PM  
Renee Faulcon

## PHYSICS

### Preparatory Physics PHY 0013 0CR

A basic introduction to the fundamental principles of physics. Topics include: Measurement and units; force; work and energy; molecular motion and heat, Waves and electrical energy; The development of problem solving skills. Laboratory. A grade of "C" or better will be required to advance to the 1000-level courses.

**Prerequisite:** MAT 0014

SEC01 HH H170 M 5:30PM-8:30PM  
HH H170 W 5:30PM-8:30PM  
Joseph Weeks

### Principles of Physics II PHY 1122 4CR

A continuation of PHY 1121. Topics include; Vibration and waves, sound, electricity and magnetism, light and optics and modern physics. Laboratory. **Prerequisite:** PHY\*1121

SEC01 HH H170 R 6:00PM-9:00PM  
HH H170 F 3:30PM-5:30PM  
Paul Wright

## PLUMBING

### Commercial Drawings, Hangers and Supports, Installing DWV Piping PLM 1104 4CR

Introduces trainees to methods for attaching and running DWV and water supply piping in relation to structural elements, including pipe hangers and supports.

SEC01 TH T226 MW 1:30PM-5:30PM  
Gladwyn Trott

### Types of Valves, Installing Water Supply Piping, Installing Fix & Faucets PLM 1105 3CR

Covers the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, toilets, and urinals. Also reviews the installation of valves and faucets.

SEC01 TH T226 MW 1:30PM-5:30PM  
Gladwyn Trott

### Installing Water Heaters, PLM 1106 3CR

Servicing Fixtures, Valves and Faucets. Covers the troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines.

SEC01 TH T226 MW 1:30PM-5:30PM  
Gladwyn Trott

### Business Principles for Plumbers, Water Pressure Systems PLM 2110 3CR

Introduces trainees to concepts and practices that are essential for competitive, successful plumbing businesses. Covers basic business accounting and project estimating.

SEC01 TH T226 TR 1:30PM-5:30PM  
Gladwyn Trott

### Codes, Private Water Supply Well Systems PLM 2111 3CR

Explains the operation of pumps and well components. Reviews the qualities of good wells and how to assemble and disassemble pumps and components.

SEC01 TH T226 TR 1:30PM-5:30PM  
Gladwyn Trott

### Swimming Pools and Hot Tubs, Plumbing for Mobile Homes PLM 2112 2CR

Introduces trainees to plumbing systems in swimming pools, hot tubs, and spas. Trainees will learn how to install and troubleshoot water supply systems and drains.

SEC01 TH T226 TR 1:30PM-5:30PM  
Gladwyn Trott

## PSYCHOLOGY

### Introduction to Psychology II PSY 1102 3CR

A survey of the basic areas of specialty and practice within the field of psychology, including human sexuality, problem solving, social psychology, human development, personality, abnormal behaviour and clinical practice. **Prerequisite:** PSY 1101

SEC01 NH G301 MWF 10:35AM-11:25AM  
Jahnae Harvey

SEC02 NH G301 R 6:00PM-9:00PM  
Jahnae Harvey

### Abnormal Psychology PSY 2220 3CR

An evaluation of abnormal behaviour, including the core concepts of the differing psychopathology: Neuroses, psychoses and social disorders. Different approaches to treatment are described. **Prerequisite:** PSY 1101 and PSY1102

SEC01 HH H273 TR 8:35AM-9:55AM  
Shawnee Basden

### Human Development PSY 2240 3CR

An analysis of the principles of human development from conception to death. Basic biological processes that shape development including conception and heredity are described. The development of the infant as a social, cognitive and physical being is traced through childhood, adolescence and into adulthood and older adulthood. **Prerequisite:** PSY 1101 and PSY 1102

SEC01 HH H273 MWF 12:35PM-1:25PM  
Jahnae Harvey

## Educational Psychology PSY 2272 3CR

The application of both learning and educational psychology theories to teaching strategies, classroom organisation and curriculum design. Instructional planning, teaching styles and classroom dynamics are also examined. **Prerequisite: PSY 2270**

SEC01 NH G226 T 6:00PM-9:00PM  
Jahnae Harvey

## RELIGIOUS STUDIES

### Introduction to Religious Studies I REL 1101 3CR

A comparative study of religious traditions from all over the world, past and present. Explores religion with thematic topics such as nature conservation; varieties of religious experience; the paranormal; and human sexuality. The goal is to build bridges between humanity by understanding our shared community with the sacred aspects of existence. **Prerequisite: A grade of "C" or better in ENG 0012**

SEC01 HH H102 M 6:00PM-9:00PM  
Stephen Notman

## SOCIOLOGY

### Introduction to Sociology II SOC 1102 3CR

An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of social institutions (the family, religion, education, and economy and politics), formal and informal organisations, and social change.

**Prerequisite: A grade of "C" or better in ENG0012. SOC 1101 is strongly recommended**

SEC01 HH H100 MWF 11:35AM-12:25PM  
Geoffrey Rothwell  
SEC02 HH H100 R 6:00PM-9:00PM  
Geoffrey Rothwell

### Sociology of Marriage & Family SOC 2251 3CR

A sociological study of marriage and family life, demographic trends in marriage; child bearing; divorce; theories of mate selection; marital interaction and marital dissolution; relationship of unmarried couples; alternative marriage forms; abortions; violence in the family. **Prerequisites: SOC\*1101, SOC\*1102 or PSY\*1102**

SEC01 HH H273 TR 11:35AM-12:55PM  
Geoffrey Rothwell

### Sociology of Crime and Delinquency SOC 2290 3CR

A historical overview of criminological theory presenting biological, psychological, sociological, cultural, political and bisocial theories of the causes of crime and delinquency. Deviance theory, social disorganisation, labelling and delinquency sub-cultural analysis are examined and the works of major theorists are critically explored.

**Prerequisites: SOC 1101 and 1102**

SEC01 HH H275 MWF 9:35AM-10:25AM  
Geoffrey Rothwell

## SOCIAL SCIENCE

### Research Methods in I the Social Science SSC 2200 3CR

An introduction to scientific methods as they are applied to the social sciences. The research process, including formulation of research problems and hypotheses; selection of appropriate research designs and instruments; developing questionnaires; interviewing; and observation techniques are presented and discussed. **Prerequisite: 6 credits in approved 1100-level courses in Social Sciences.**

SEC01 TH G226 TR 2:35PM-3:55PM  
TBA

## SOCIAL WORK

### Introduction to Social Work SOW 1151 3CR

Designed for students wishing to explore interest in and capacity for providing a comprehensive overview of the ways that social workers respond to a wide range of societal problems. Also explores the agencies that administer the services to those in need. This course emphasises ones own interests and abilities in relation to social work values, ones capacity to interact in a caring and non-judgmental manner with others who have diverse lifestyles and different socio-economic backgrounds, and ones ability to critically examine major social problems and issues. Adoption from University of West Virginia.

**Prerequisite: A grade of "C" or better in ENG 0012**

SEC01 NH G304 W 6:00PM-9:00PM  
Lyndon Jackson

## SPANISH

### Beginners Spanish I SPA 1101 3CR

This course is a foundational course designed for students who have little or no Spanish-speaking skills previously, for students who have minimal knowledge of basic concepts of the language, or for students who have formerly studied Spanish, but who have a three-year or more gap in their schooling experience, or for those who desire a basic refresher course and re-introduction to the Spanish language. Course content will include vocabulary building, reading, speaking, writing with an emphasis on building basic writing skills and audio-lingual development.

SEC01 HH H273 MWF 11:35AM-12:25PM  
Tiffany L Smith-Richol

### Beginners Spanish II SPA 1102 3CR

This course is a continuation of Beginners Spanish 1 (SPA 1101). It is designed for students who have had at least two years of Spanish at the secondary school level without any gaps in their Spanish educational experience, or for students who are competent in the basic linguistic skills and who can minimally converse in Spanish, but who desire increased competency in the fundamentals of the language. The course is designed to build on the basics of the language and aims to increase audio-lingual development through vocabulary building, reading, speaking, and writing





### ASSOCIATE OF SCIENCE (Pre-Medical Science)

This programme is designed to prepare students for careers in medicine such as General Practitioners, Surgeons, Veterinarians, and much more.

**CONTACT:**  
KATHY ANN SWAN, Director of  
Nursing and Allied Health

T: 239-407 • E: kswan@college.bm

to prepare students for the intermediate level.

#### **Prerequisite: SPA 1101**

SEC01 HH H270 TR 11:35AM-12:55PM  
Tiffany L. Smith-Richol

#### **Intermediate Spanish II SPA 2202 3CR**

This course is a continuation of SPA 2201 and is designed for students who have strong audio lingual and written competencies and wish to strengthen their linguistic skills. Increased attention will be placed on reading, writing and oral communication. Students will have greater cultural exposure and will continue to develop greater proficiency.

#### **Prerequisite: SPA 2201.**

SEC01 HH H270 MW 2:35PM-3:55PM  
Tiffany L. Smith-Richol

## TECHNICAL COURSES

#### **Introduction to Electricity and Electronics TEC 1004 3CR**

This course will provide students with a practical overview of electrical and electronic systems and its use in modern technology. Some of the topics to be covered are direct current systems, alternating current systems, semiconductors and digital systems.

#### **Prerequisite: TMM 1001 and TSM 1101**

SEC02 TH T202 TR 3:00PM-4:30PM  
Joseph Weeks

#### **Introduction to Materials and Mechanics TEC 1006 3CR**

This course will provide students with a practical overview of the various classifications of materials, basic mechanical devices and the practical use in mechanical technology systems. Some topics include: Properties of materials, Material safety data sheet, Basic fabrication techniques, Basic mechanical principles, Simple machines, Pulleys, Gears and pneumatic and Hydraulic systems.

SEC01 TH T202 MW 8:35AM-9:25AM  
Joseph Weeks

#### **Capstone Project for Technology and Trades TEC 1020 3CR**

In preparation for future academic and career goals, students will complete their portfolio started in college skills course CSC 1110. Also students will develop a practical project that solves a real world

problem through application of their developed technical skills. **Prerequisite: Must be in last semester of CT-TECH programme.**

SEC02 TH T202 TR 9:00AM-10:25AM  
Joseph Weeks

#### **Technical Math II TMM 1002 3CR**

This course is a continuation of TMM 1001 where students further explore practical math concepts. Some of the topics include: Exponential functions, Statistical methods, Complex numbers, Analytic geometry, Higher degree equations, Systems of equation and inequalities, Matrices, Sequences and Trigonometric formulas. **Prerequisite: TMM 1001**

SEC02 TH T202 MW 1:30PM-3:00PM  
Joseph Weeks

SEC02 TH T201 M 6:00PM-9:00PM  
Sergio Pitcher

## TECHNICAL SCIENCE

#### **Technical Science II TSM 1102 4CR**

The following skills are contained in this module: Coplanar forces, distance, time, velocity and acceleration, mechanical energy and power, heat and temperature. **Prerequisite: TSM\*1101**

SEC02 TH T202 TR 6:00AM-9:00PM  
Derreck Bean

SEC03 TH T202 TWR 11:00AM-12:50PM  
Joseph Weeks

## INS 2220 INSURANCE OPERATIONS

In this courses, students will study various facets of insurance operations, including regulating, marketing and distributing insurance. They will also learn how to underwrite risks and analyse claims. They will explore reinsurance, examine the use of technology in insurance and examine strategic management. A minimum grade of "B" or better will be eligible for a waiver for the CPCU 520 exam from the Institutes.

**SEE PAGE 22**

## Division of Nursing and Allied Health

The Division of Nursing & Allied Health is supported and endorsed by the Bermuda Hospitals Board community, and the Bermuda Nursing Council. It offers greater options in healthcare careers on Island. Students have the choice of:

### GENERAL PRE-HEALTH TRACK

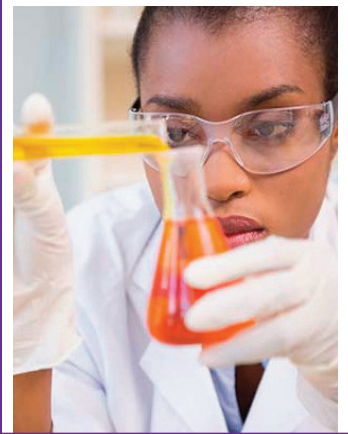
for careers in health science, such as occupational therapy, physical therapy and physician assistant; or

### PRE-MEDICAL TRACK

providing pathways in more traditional medical fields such as pre-med, nursing, and veterinary science.

### CONTACT:

KATHY ANN SWAN, Director of Nursing and Allied Health  
 Tel: 239-4071 Email: kswan@college.bm



ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

## (ACCA) PROGRAMME

INTERESTED IN BECOMING AN ACCOUNTING PROFESSIONAL?

NON-CREDIT COURSES

The Association of Chartered Certified Accountants (ACCA) is a global body for professional accountants. The qualification is relevant to every area of accountancy and finance, and provides options to various financial roles at senior levels within an organisation.

- It is the ideal programme for the average working adult!
- Elective starting points
  - Various study methods from which to choose
  - Great options for relevant on-the-job training

### GET STARTED TODAY ON THE LEVEL THAT BEST SUITS YOUR EXPERIENCE...

#### • FOUNDATIONAL

a range of certificates and diplomas providing the ideal starting point for anyone new to accounting and finance. Self-assessment required, but normal academic qualifications needed!

#### • FUNDAMENTALS

GSCes or GCE "A" level equivalency, or accounting and business diplomas qualifies you to start at this level

#### • PROFESSIONAL

for graduates with relevant accredited degrees from recognised institutions, with possible eligibility for some exam exemptions

#### PLUS!

Culturally inherent in the ACCA qualification is its emphasis on EXPERIENCE and ETHICS. Far from focusing only on sitting and passing exams, ACCA provides relevant, supervised, practical experience for all of its clients. It also incorporates two interactive modules for each level, teaching professionalism and ethics.

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FOR COURSE CODES NOT INDICATED IN THIS SCHEDULE, PLEASE  
CONTACT THE APACE OFFICE AT 236-9000 EXT. 4117/4119.

COURSES ARE SUBJECT TO CANCELLATION AND/OR  
DAY/TIME CHANGES.

FOR CREDIT COURSES, SEE PAGE 3





## TRAIN AND PROMOTE FROM WITHIN TO MAXIMISE YOUR ROI!

**BERMUDA COLLEGE** has partnered with the American Management Association to offer two certificates, ideal for aspiring or new managers in your organisation.

### **CERTIFICATE IN GENERAL MANAGEMENT**

#### **Modules:**

- A Manager's Guide to HR Law
- Finance & Accounting for Non-Financial Managers
- A Manager's Guide to Human Behaviour
- First Line Supervision\*
- How to Manage Conflict in the Organisation\*

**1 evening classes per week**

### **CERTIFICATE IN HUMAN RESOURCES**

#### **Modules:**

- A Manager's Guide to HR Law
- Fundamentals of Human Resources
- Performance Management\*

- How to Manage Conflict in the Organisation
- A Manager's Guide to Human Behaviour

\*Elective course – only one is required to add and complete the full certificate. Or, each module can be selected as a stand-alone, however certification will not be earned unless the full suite is completed.

**1 evening class per week**

**Full certificate can be completed within a year.**



CONTACT US:  
ATHORA DIVISION OF PACE  
✉ [readytostart@college.bm](mailto:readytostart@college.bm)  
📞 236-9000 ext. 4117  
🌐 [www.college.bm](http://www.college.bm)

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## EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

### ACCOUNTING

#### ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

##### DIPLOMA IN FINANCIAL AND MANAGE- MENT ACCOUNTING (RQF LEVEL 2)

This diploma is suitable for anyone looking to pursue an introductory qualification in accounting and finance. This includes school leavers or those already working in supportive roles in the field of accounting. Previous academic qualifications are not required to study this qualification. **All new students must register for membership online** <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>

##### Recording Financial Transactions (FA1)

TDS ACCA10

This course develops a knowledge and understanding of the operational aspects of maintaining accounting records and procedures relating to invoicing, receipts and payments, recording income and expenditure, the preparation of ledger accounts and the preparation of an initial trial balance. **Corequisite: TDS ACCA12**

SECA1 HH H275 T 6:00PM-9:00PM  
28 January – 29 April **\$825**  
Rosina Hardtman

##### Management Information (MA1)

TDS ACCA12

This course develops knowledge and an understanding of how organisations provide basic management information for decision-making, planning and control. **Corequisite: TDS ACCA10**

SECA1 HH H211 R 6:00PM-9:00PM  
30 January – 1 May **\$825**  
Rosina Hardtman

*\*Both courses are required for completion of the RFQ Level 2. It is highly recommended that students take both FA1 and MA1 during the same semester.*

##### DIPLOMA IN FINANCIAL AND MANAGE- MENT ACCOUNTING (RQF LEVEL 3)

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles. Before studying for this qualification, students are encouraged to complete the ACCA Diploma in Financial and Management Accounting (RQF Level 2). **All new students must register for membership on** <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>.

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##### Managing Financial Records (FA2)

TDS ACCA20

This course will develop your knowledge and understanding of the techniques used to maintain accounting records and prepare final accounts of unincorporated entities.

SECA1 NH G323 M 6:00-9:00PM  
27 January – 28 April **\$825**  
Zaynab Brown

##### Managing Cost and Finance (MA2)

TDS ACCA22

This course will develop your knowledge and understanding of the principles and techniques used in recording, analysing and reporting costs and revenues for internal management purposes. Also demonstrates and develops applicable cost concepts in making short-term decisions, and the application of spreadsheets in management accounting.

SECA1 HH H270 T 6:00PM-9:00PM  
28 January – 29 April **\$825**  
Zaynab Brown

*\*Both courses are required for completion of the Diploma in Financial and Management Accounting (RQF Level 3). It is highly recommended that students take both FA2 and MA2 during the same semester.*

##### DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4)

This Diploma is suitable for anyone looking to obtain qualification in accounting and finance. If students do not have any previous academic qualifications, they must seek advisement and approval through the Athora Division of Professional & Career Education (APACE) before attempting the Diploma. This diploma represents the first three exams of the ACCA qualification.

##### Accountant in Business (F3/FAB)

TDS ACCA30

This module will develop knowledge and understanding of the basic principles of effective management, the business environment and its influence on the operation, the role of the accountant and other key business functions which contribute to an efficient, effective and ethical organisation.

SECA1 HH H273 T 6:00PM-9:00PM  
28 January – 29 April **\$825**  
TBD

##### ACCA QUALIFICATION\*\*

##### Performance Management (F5)

TDS ACCA 40

This course is designed to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control.

SECA1 NH G226 R 6:00PM-9:00PM  
30 January – 1 May **\$1,125**  
TBD

### Taxation (F6/TX)

TDS ACCA42

This course will develop knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies.

SECA1 HH H275 W 6:00-9:00PM  
29 January - 30 April  
TBD **\$1,125**

### Financial Reporting (F7/FR)

TDS ACCA44

The course is designed to develop knowledge and understanding of International Financial Reporting Standards (IFRS). Students will also learn how to apply these standards and the concepts and principles which underpin them.

SECA1 NH G305 R 6:00-9:00PM  
30 January - 1 May  
TBD **\$1,125**

### Audit and Assurance (F8/AA)

TDS ACCA46

This course will develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

SECA1 HH H213 W 6:00PM-9:00PM  
29 January - 30 April  
TBD **\$1,125**

\*\*Students undertaking the ACCA Qualification courses must receive prior exemption from the Diploma level course work via <http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html>

ACCA Qualification courses are offered in rotation, in accordance to ACCA progression rules. By completing the courses as offered, students will complete the ACCA qualification requirements in 3 years.

**NOTE: ACCA examination and book fees are not included.**

## ARTIFICIAL INTELLIGENCE

### Artificial Intelligence (AI) Foundations TDS 1240

In this in person course, you will take away a practical strategy and techniques for implementing a generative AI strategy for your organisation or business. Learn the top five considerations when starting with generative AI as well as tips to manage AI-driven projects. Discover how to leverage popular generative AI platforms for your business needs. Discuss the top tools to use to manage your generative AI projects and build integration into your existing workflows. See how generative AI tools work and how to use them to further your business goals. See what trends are on the horizon and where your goals fit with those new trends. Hear about applications of generative AI in various industries and how companies are using AI to enhance their operations. Discuss how business processes can change with AI integra-

tion and get feedback on cutting edge AI strategy while discovering best practices for user experience and ethical considerations. Learn how to manage the influx of data and outputs created by generative AI. Develop a manageable workflow and get productivity tips to be more efficient.

SECA1 HH H213 T 6:00PM-9:00PM  
21 January - 18 February  
Michelle Grant **\$795**

SECA2 HH H213 R 6:00PM-9:00PM  
6 February - 5 March  
Michelle Grant **\$795**

SECA3 HH H213 R 6:00PM-9:00PM  
27 March - 24 April  
Michelle Grant **\$795**

### Advanced Generative AI and Prompt Engineering for Industry Applications

TDS 1245

Take your knowledge of generative AI to the next level with this advanced course designed for professionals seeking to specialise in AI-driven solutions across industries. Building on foundational skills, this course will focus on advanced prompt engineering, workflow automation, and the customisation of AI models for specific business needs. You'll gain hands-on experience with both ChatGPT and Microsoft Copilot, learning how to leverage the strengths of each tool to optimise business processes, generate insights, and create tailored AI applications.

Throughout five weeks of in-depth sessions, you'll explore how to refine prompts for precision, integrate generative AI models into existing workflows via APIs, and automate complex business functions with Copilot. You will also delve into data analysis techniques, develop custom AI models, and address ethical considerations such as bias and data privacy.

This course culminates in a final project where you'll design an AI solution tailored to a specific industry, which you will pitch and present in the last session. Graduates will leave with a strong portfolio of work, demonstrating advanced skills in AI implementation and strategic AI project management, making them highly competitive in this rapidly evolving field.

SECA1 HH H213 T 6:00PM-9:00PM  
11 March - 8 April  
Clarity Institute **\$895**

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ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

# ARTIFICIAL INTELLIGENCE

**NEW**  
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For more information contact:  
ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION  
Recruitment Officer T: 239-4099 • E:readytostart@college.bm



## COMPLIANCE PROGRAMMES

### ASSOCIATION OF CERTIFIED ANTI-MONEY LAUNDERING SPECIALISTS (ACAMS)

#### CAMS Prep - Designation Exam Review Course

TDS CAMS1

The Certified Anti-Money Laundering Specialist (CAMS) designation denotes a superior level of understanding of international AML/CTF principles. Passing the CAMS Examination distinguishes you as an AML/CTF authority and helps mitigate institutional financial crime risks. Internationally renowned and accepted, world governments acknowledge the CAMS Certification as the gold standard in AML/CTF compliance. The three course options are as follows:

SECA1 Distance Education 8 January – 12 February	\$2,195
SECA2 Distance Education 6 February – 13 March	\$2,195
SECA3 Distance Education 5 March – 9 April	\$2,195
SECA4 Distance Education 15 April – 20 May	\$2,195

**NOTE: Prospective students must send a copy of their acceptance letter along with their registration form to [serr@college.bm](mailto:serr@college.bm) at least 21 days prior to the start date. Click the following link for application details: <https://www.college.bm/index.php/pace/pacedesignations/compliance-certification-programmes>**

### INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

ICA is the leading professional body for the global regulatory and financial crime compliance community. Since 2001, ICA has enhanced the knowledge, skills and behaviour of over 150,000 professionals in 152 countries through their internationally recognised portfolio of professional qualifications awarded in association with Alliance Manchester Business School, the University of Manchester. Visit <https://www.college.bm/index.php/pace/pacedesignations/ica> for course descriptions.

**New ICA students must register for student membership prior to taking a course.**

#### ICA SHORT COURSES

##### ICA Demystifying Environmental, Social and Governance (ESG)

TDS ICA41

Environmental, Social and Governance (ESG) is a set of principles that assist a firm in becoming socially responsible. Applied across a number of industries, its popularity has grown rapidly, with an ESG framework now considered essential for many businesses.

Embedding ESG in your organisation helps identify risks and opportunities, maintain regulatory compliance, gain the trust of stakeholders, invite investment and attract and retain talent.

This timely short course, written by subject matter experts, will help you to:

- understand ESG and its importance globally;
- apply key lessons learned from those firms neglecting ESG;
- identify where ESG fits within your organisation; and
- develop best practice to promote strong ESG engagement.

SECA1 Distance Education 13 January – 13 February	<b>\$285</b>
SECA2 Distance Education 10 February – 10 March	<b>\$285</b>
SECA3 Distance Education 10 March – 10 April	<b>\$285</b>

#### ICA Investigations Using Digital Forensics

TDS ICA42

Understanding how digital data is stored, secured and retrieved is particularly important during investigations and when gathering evidence.

- Build your understanding of digital data
- Get to grips with digital forensics and how eDiscovery technologies can be used to assist compliance investigations.

SECA1 Distance Education 13 January – 13 February	<b>\$285</b>
SECA2 Distance Education 10 February – 10 March	<b>\$285</b>
SECA3 Distance Education 10 March – 10 April	<b>\$285</b>

#### ICA Demystifying Cryptocurrencies

TDS ICA40

SECA1 Distance Education 13 January – 13 February	<b>\$285</b>
SECA2 Distance Education 10 February – 10 March	<b>\$285</b>
SECA3 Distance Education 10 March – 10 April	<b>\$285</b>

#### ICA ANTI-MONEY LAUNDERING TRACK

Topics Include: Understanding Money Laundering, Terrorist Financing and Sanctions; Vulnerabilities of Financial Institutions to Money Laundering and Terrorist Financing; Money laundering and terrorist financing vulnerabilities of financial services; Emerging technologies and new payment methods; Anti Money Laundering and Combating Terrorist Financing in Practice; Management Obligations and the Risk-based Approach to Money Laundering and Terrorist Financing and more. Full details and course descriptions can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>



### INTRODUCTORY LEVEL

#### Introductory Level: Certificate in Anti Money Laundering TDS ICA02

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
17 February – 17 March **\$895**

SECA3 Distance Education  
17 March – 19 May **\$895**

### DIPLOMA LEVEL

#### ICA Advanced Level: Diploma in Anti Money Laundering TDS ICA22

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
6 January – 2 June **\$5,692.50**

### SPECIALIST CERTIFICATES

#### ICA Specialist Certificate in Money Laundering Risks in Correspondent Banking TDS ICA46

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

#### ICA Specialist Certificate in Money Laundering Risk in Betting & Gaming TDS ICA45

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

#### ICA Specialist Certificate in Combating the Financing of Terrorism TDS ICA43

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

#### ICA Specialist Certificate in Trade Based Money Laundering TDS ICA48

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

#### ICA Specialist Certificate in Anti Money Laundering and Art TDS ICA52

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

### ICA GOVERNANCE RISK AND COMPLIANCE TRACK

Topics include: Understanding the Regulatory Environment; Regulation in Practice; Compliance in Practice, Other Key Compliance Areas; Anti money laundering; Financial crime prevention; Market abuse; Managing risk; Enforcement and more. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

### INTRODUCTORY LEVEL

#### Introductory Level: Certificate in Compliance TDS ICA01

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
17 February – 17 April **\$895**

SECA3 Distance Education  
17 March – 19 May **\$895**

### SPECIALIST CERTIFICATES

#### ICA Specialist Certificate in Conduct Risk TDS ICA50

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

#### ICA Specialist Certificate in Artificial Intelligence (AI) for Compliance Professionals TDS ICA 54

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

#### ICA Specialist Certificate in Corporate Governance TDS ICA49

SECA1 Distance Education  
13 January – 13 March **\$895**

SECA2 Distance Education  
10 March – 10 May **\$895**

## ADVANCED LEVEL

### ICA Advanced Certificate in Governance, Risk, and Compliance Corporate Governance

TDS ICA16

SECA1 Distance Education  
13 January – 16 June

\$3,025

### ICA FINANCIAL CRIME PREVENTION TRACK

Topics include: What is financial Crime? What are the Financial Crime Risks? Fraud Controls Banking - Fraud Typologies; Identity Theft and Cybercrime; Bribery and Corruption; Fraud Response Policy; The English Legal System and more. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

## INTRODUCTORY LEVEL

### Introductory Level: Certificate in Financial Crime Prevention

TDS ICA03

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March

\$895

SECA2 Distance Education  
17 February – 17 March

\$895

SECA2 Distance Education  
17 March – 19 May

\$895

## SPECIALIST CERTIFICATES

### ICA Specialist Certificate in Money Laundering Risk in New Technology

TDS ICA13

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March

\$895

SECA2 Distance Education  
10 March – 10 May

\$895

### ICA Specialist Certificate in Anti-Corruption

TDS ICA44

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March

\$895

SECA2 Distance Education  
10 March – 10 May

\$895

### ICA Specialist Certificate in Anti-Corruption

TDS ICA51

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March

\$895

SECA2 Distance Education  
10 March – 10 May

\$895

## CUSTOMER DUE DILIGENCE/ KNOW YOUR CUSTOMER (KYC) TRACK

Effective KYC or CDD doesn't simply mean taking a copy of a passport to prove identity. CDD checks include analysing the customer lifecycle from onboarding through to recognising key changes over time and undertaking regular reviews.

Understanding your customer makes great business sense as you respond to their needs, but it is also a hugely effective tool in anti-money laundering, to prevent terrorist financiers and other criminals from exploiting your organisation and the wider financial system. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

## INTRODUCTORY LEVEL

### Introductory Level: Certificate in KYC and CDD

TDS ICA05

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March

\$895

SECA2 Distance Education  
17 February – 17 March

\$895

SECA3 Distance Education  
17 March – 19 May

\$895

## ADVANCED LEVEL

### ICA Advanced Certificate in Practical Customer Due Diligence

TDS ICA18

SECA1 Distance Education  
13 January – 16 June

\$3,025

## ICA MANAGING SANCTIONS TRACK

Understanding the intricacies and challenges of meeting sanctions obligations and implementing a framework to manage sanctions risks is vital for regulatory and financial crime compliance professionals. Sanctions remain a complex yet fascinating topic and crucial for developing a well-rounded strategy in combating financial crime. We have a wide breadth of courses and qualifications that are designed to suit learners of all levels.

Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

## INTRODUCTORY LEVEL

### ICA Certificate in Managing Sanctions Risk

TDS ICA04

Length – 2 months. Assessment type – Multiple choice exam online

SECA1 Distance Education  
13 January – 13 March

\$895

SECA2 Distance Education  
17 February – 17 March

\$895

SECA3 Distance Education  
17 March – 19 May

\$895

## ADVANCED LEVEL

### ICA Advanced Certificate in Managing Sanctions Risk

TDS ICA14

SECA1 Distance Education  
13 January – 16 June

**\$3,025**

## KIXKO

Bermuda College has partnered with KIXKO to bring you the AML/ATF Certificate programme. The online programme is designed to enhance the skills of persons pursuing opportunities in the Financial Services Compliance field.

### KIXKO Orientation

TDS KIXK01

The course demonstrates AML/ ATF awareness basics. The course describes money laundering, terrorist financing, and AML requirements under the legislation. An introduction is provided on how to identify money laundering risks, your personal responsibilities and the person to whom you should report any suspicious activities.

SECA1 Distance Education  
27 January – 27 April

**\$55**

SECA2 Distance Education  
24 February – 24 May

**\$55**

SECA3 Distance Education  
24 March – 24 June

**\$55**

SECA4 Distance Education  
28 April – 28 July

**\$55**

### KIXKO AML ATF Risk Based Assessment

TDS KIXK02

The course introduces common methodologies involved in applying a risk based approach to AML/ ATF. Four AML/ATF Risk Filters are identified as Customer, Delivery Method/Interface, Products and Services and Geographic Risk. High risk areas are highlighted in respect to account opening and transaction activity. This course is a starting point in the AML/ATF programme to identify and manage risks.

SECA1 Distance Education  
27 January – 27 April

**\$55**

SECA2 Distance Education  
24 February – 24 May

**\$55**

SECA3 Distance Education  
24 March – 24 June

**\$55**

SECA4 Distance Education  
28 April – 28 July

**\$55**

### KIXKO AML ATF Customer Due Diligence

TDS KIXK03

Knowing Your Customer is the best defence against money laundering and terrorist financing activities. Due Diligence processes to identify and verify customer relationships are outlined in the course. The process for verifying source of funds is also introduced.

SECA1 Distance Education  
27 January – 27 April

**\$55**

SECA2 Distance Education  
24 February – 24 May

**\$55**

SECA3 Distance Education  
24 March – 24 June

**\$55**

SECA4 Distance Education  
28 April – 28 July

**\$55**

### KIXKO AML ATF Monitoring & Reporting

TDS KIXK04

The course introduces processes for monitoring and reporting unusual or suspicious transactions. Methods of how to detect and report unusual and suspicious transactions are demonstrated. Recordkeeping and retention requirements are highlighted.

SECA1 Distance Education  
27 January – 27 April

**\$55**

SECA2 Distance Education  
24 February – 24 May

**\$55**

SECA3 Distance Education  
24 March – 24 June

**\$55**

SECA4 Distance Education  
28 April – 28 July

**\$55**

### KIXKO AML ATF Governance & Oversight

TDS KIXK05

This course provides Senior Managers, Directors and Officers with Best Practice Governance and Oversight knowledge to enable compliance with Bermuda Anti-Money Laundering legislation, and to protect the entity and individuals against the threat of money laundering and terrorist financing.

SECA1 Distance Education  
27 January – 27 April

**\$75**

SECA2 Distance Education  
24 February – 24 May

**\$75**

SECA3 Distance Education  
24 March – 24 June

**\$75**

SECA4 Distance Education  
28 April – 28 July

**\$75**

## ENTERTAINMENT AND HOSPITALITY

### Bartending

FAB 815

Bartending is a fast paced, intense course; designed to develop Bar-Ready students! We focus on the basics of bartending and so much more. Students learn about classic cocktails alongside their contemporary variations and then use this knowledge to create unique cocktails!

A few Master Classes will be hosted to develop a well-rounded insight into the world of Bartending. Such Master Classes include Infusions, Rum, and Wine!

SECA1 BH B264 M-W 6:00PM-9:00PM  
17 February – 16 April  
George Hayward, Jr. **\$775**

**Practical sessions will be held in the bartending lab.**

### The Bermuda Blue Flag Ambassador Course

TDS CUST10

This 4-hour course is all about our people, our culture, and our history. Dating back to the 60s, this course started out as a programme for tour drivers to provide them with the knowledge to service our visitors. After undergoing a substantial remake in the 2000s, this course on Bermuda's engaging history since the 1500s, our unique and evolving culture, and our ever fascinating people, not only attracts participants throughout the Hospitality Industry but those just curious about what made us who we are today. This Bermuda Tourism Authority-endorsed course can be conducted online and in-person. Join the thousands of satisfied Ambassadors who have already taken it!

SECA1	H211	R	9:30AM-1:30PM	
30 January				<b>\$105</b>
SECA2	H211	T	9:30AM-1:30PM	
22 February				<b>\$105</b>
SECA3	H211	R	12:30PM-4:30PM	
25 March				<b>\$105</b>
SECA4	H211	T	12:30PM-4:30PM	
22 February				<b>\$105</b>
SECA4	H211	R	12:30PM-4:30PM	
25 March				<b>\$105</b>
C. Butterfield/ C. Riley				

## FITNESS TRAINING

### Personal Fitness Trainer

FIT 820

Bermuda College, in collaboration with the World Instructor Training Schools (W.I.T.S.), a leader in fitness training and certification in the U.S., is delivering the Personal Fitness Trainer Certification. This programme consists of three essential components: a strong theoretical foundation taught through classroom lecture and discussion; a hands-on practicum where students develop professional skills and techniques through observation and practice; and an internship which provides additional practical experiences in a real-world setting.

SECA1	ONLINE	T	7:30PM-10:30PM	
	NH S128	S	1:00PM-4:00PM	
4 February – 29 March				<b>\$1,175</b>

**NOTE: Course fee does not include external examination fees and textbooks.**

## HEALTHCARE

### The Certificate in Intellectual Disability

TDS 1114

The Certificate in Intellectual Disability will provide the healthcare team with the necessary skills to support and deliver the highest quality of client centred

care to those impacted by Intellectual Disability. The goal of the certification is to provide the knowledge, practical skills, to advance the care, become experts in the field, and to enhance the quality of life of those with Intellectual Disability.

SECA1	NH	G223	W	6:00PM-9:00PM	
29 January – 30 April					<b>\$765</b>
Dr. Renee Simons					

### Electronic Health Record Management Certificate

TDS NUR43

This programme prepares learners to understand and use electronic records in a medical practice. Learners will review the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

SECA1	Distance Education			20 January 2025 – January 20 2026	<b>\$1,999</b>
SECA2	Distance Education			17 February 2025 – 17 February 2026	<b>\$1,999</b>
SECA3	Distance Education			17 March 2025 – 17 March 2026	<b>\$1,999</b>
SECA4	Distance Education			28 April 2025 – 28 April 2026	<b>\$1,999</b>

### Health Information Technology Certificate

TDS NUR35

This programme will train aspiring healthcare and information technology professionals to be part of the country's emerging health IT industry. Elements of the programme include: a comprehensive overview of human body systems, health information terminology; communication in healthcare, privacy laws, ethical issues, and the role of HIPPA in the digital electronic health record (EHRs). Students will review basic computing, computer architecture, data organisation, programming languages, networking, hardware components, software applications, the HITECH Act, and the concept of "meaningful use". Students will document system interfaces and integration requirements, databases, applications, and operating systems. Includes approaches to assess, select and configure EHRs, how to conduct workflow analysis, functions of all layers of the ISO OSI models, data standards; components of health IT standards (including HL7 and TC215) for health information exchange, and a review of enterprise architecture models. Students will review project management principles, tools, and techniques.

SECA1	Distance Education			20 January 2025 – 20 January 2026	<b>\$2,450</b>
SECA2	Distance Education			17 February 2025 – 17 February 2026	<b>\$2,450</b>
SECA3	Distance Education			17 March 2025 – 17 March 2026	<b>\$2,450</b>
SECA4	Distance Education			28 April 2025 – 28 April 2026	<b>\$2,450</b>

MANY PATHS.  
DISCOVER YOURS.



### Medical Administrative Assistant TDS NUR55

This programme prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. The courses cover areas and topics such as interpersonal skills, medical ethics and basic medical law, medical terminology and basics of insurance billing and coding, medical records management and management of practice finances. Students entering this programme must have a high school diploma or GED. US National certification options are available to students who complete this course.

SECA1	Distance Education	
20 January 2025 – 20 January 2026		<b>\$1,299</b>
SECA2	Distance Education	
17 February 2025 – 17 February 2026		<b>\$1,299</b>
SECA3	Distance Education	
17 March 2025 – 17 March 2026		<b>\$1,299</b>
SECA4	Distance Education	
28 April 2025 – 28 April 2026		<b>\$1,299</b>

### Medical Billing and Coding TDS NUR44

Medical billing and coding is one of the fastest growing careers in healthcare industry. This programme delivers the skills students need to solve insurance billing and coding problems. This course will also provide a high level overview of ICD-10CM. Additional topics include introduction to international classification of diseases, clinical medication and coding guidelines, basics of diagnostic and procedural coding to coding for general surgery and radiology and more. National certification exams are available for students who complete this course including the American Academy of Professional Coders. Students may be required to have a minimum of 6 months of practical work experience prior to pursuing the national certification exams. Students entering this programme must have a high school diploma or GED.

SECA1	Distance Education	
0 January 2025 – 20 January 2026		<b>\$1,799</b>
SECA2	Distance Education	
17 February 2025 – 17 February 2026		<b>\$1,799</b>
SECA3	Distance Education	
17 March 2025 – 17 March 2026		<b>\$1,799</b>
SECA4	Distance Education	
28 April 2025 – 28 April 2026		<b>\$1,799</b>

### Spanish for Medical Professionals TDS 1025

Students will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills

you will need to effectively communicate with your Spanish-speaking patients.

SECA1	Distance Education	
3 February – 28 March		<b>\$290</b>

**For additional course details please click the following link <http://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>**

## HORTICULTURE

### Certificate in Basic Horticulture (Level 1) AGC 990

This foundational, competency-based programme is designed to prepare students with the skills and knowledge to prepare them for careers in the landscape and horticulture industries. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres.

SECA1	BH B263	MW 6:00PM-9:00PM	
27 January – 30 April			<b>\$1895</b>
Judith Welch			

**Course fee does not include textbooks.**

### Certificate in Basic Horticulture (Level2) AGC 991

This foundational, competency-based programme is an extension of the Level 1 programme. This course offers a breadth and depth of study and equips students with applied knowledge and associated practical skills. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres. This course is aimed at individuals who have either successfully completed the Certificate in Basic Level or who have been assessed at Level 1 for National Certification.

**Pre-requisite AGC 990**

SECA1	BH B263	TR 6:00PM-9:00PM	
28 January – 1 May			<b>\$1,895</b>
Judith Welch			

## MANAGEMENT

### AMA AMERICAN MANAGEMENT ASSOCIATION

### Certificate in General Management\* AMA AMA70

This certificate focuses on developing the skills which enable managers to increase competitive advantage, improve customer service, nurture a diverse workplace and meet business challenges.

SECA1	NH G323	MR 6:00-9:00PM	
9 January – 5 May			<b>\$1,425</b>
Ervin Lightbourne			

### Certificate in Human Resources\* AMA AMA74

This certificate provides the know-how needed to succeed; whether you are an HR manager, new to HR or in a non-HR profession with HR responsibilities. It is a guide to every aspect of human resources management, from understanding the basic HR functions to using the Web for recruiting and selecting the latest Human Resources Information System (HRIS).

SECA1 HH H211 M 6:00-9:00PM  
13 January – 5 May **\$1,425**  
Meisha Medford

**NOTE: The AMA fees\* above represent payment for the current semester; AMA Certificates require 2 semesters for completion. Textbooks are included in the fee.**

### BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI designations are backed by the Institute's 40 years of excellence in developing and offering advanced education programmes. They have become marks of distinction throughout the commercial property industry.

The Facilities Management Administrator (FMA) designation benefits new and experienced facilities professionals. The FMA programme helps position facilities managers as key strategic contributors within their organisations through its in-depth coverage of critical-need topics, including planning and project management, facilities technologies, finance and investment, and environmental health and worker safety.

### The Design, Operation, and Maintenance of Building Systems Part I RST 880

Understanding the intentional design and construction of buildings and how they function daily is a primary need in property and facilities management. The Design, Operation, and Maintenance of Building Systems courses are designed to equip property and facilities managers with the well-rounded background needed to excel in the industry; you will learn about building design, construction considerations, structural systems, and air and water distribution systems. You will have the opportunity to become acquainted with contemporary advances in the industry including energy benchmarking, efficient design, automated building systems, building filtration, efficiency credits, and improved sewer systems.

SECA1 HH H273 W 6:00-9:00PM  
29 January – 30 April **\$2,075**  
Sheridan Ming

**NOTE: All new students are expected to pay a one-time BOMI enrolment fee of \$265.00 at the BC Business Office. Textbooks are included in the course fee however, external examination fees are not included.**

### ILM INSTITUTE OF LEADERSHIP & MANAGEMENT

#### ILM Level 3 Certificate in Leadership & Management\* TDS ILM 815A

The Institute of Leadership and Management offers a wide range of qualifications covering all aspects of leadership and management. The Level 3 qualifications in Leadership and Management are ideal for people who have management responsibilities but no formal training and who are serious about developing their abilities. The qualifications particularly support practicing team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

SECA1 HH H211 TR 6:00-9:00PM  
4 February – 1 May **\$2,890**  
Dr. Melvin Dickinson

### PROJECT MANAGEMENT AND IT TRAINING

Skillsoft Global Knowledge delivers what technology and business process can't—skills. Whether you realise it or not, skills are the key limiter to your success. Organisations are under pressure to respond rapidly to change, meet customer needs and maximise resources. As a project manager, you can help your organisation meet these challenges by establishing consistent, repeatable methodologies that reduce risks, cuts waste and provides a competitive advantage. We offer training in IT project management, Microsoft Project, Project Management Professional (PMP)<sup>®</sup> certification preparation and much more. You will learn techniques to manage projects that are on time, meets specifications, on budget and result in higher quality products and services. *PMP is a registered trademark of the Project Management Institute, Inc.* There are multiple course sections per subject. Choose the date that suits your schedule.

#### Project Management Fundamentals TDS PRO1

In this course, you will learn the fundamentals and best practices of project management through hands-on, real-world exercises. Ensure that you are delivering business value by assessing a project's business case, identifying stakeholders and their relationship to your project, capturing product requirements, and establishing quality metrics to guide the development of your product and reassess the business case. Define product scope to provide clarity for project delivery and create a work breakdown structure to define project scope for the team. Manage your project within the planned budget and schedule by managing change and identifying and managing risks, assumptions, and constraints. You will learn to track the delivery of business value and close projects out cleanly.

SECA1 Distance Education M-W 11:30AM-7:30PM  
6 January – 8 January **\$1,620**

SECA2 Distance Education M-W 8:30AM-4:30PM  
30 September – 2 October **\$1,620**



ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION  
IN PARTNERSHIP WITH THE  
CHARTERED FINANCIAL ANALYST (CFA) SOCIETY (BERMUDA)

## FINANCIAL LITERACY

It's never too soon, nor  
too late to learn how  
to save, manage your  
income with a budget  
or plan for retirement.

**ONE night a week  
for THREE weeks,  
and you'll discover  
how to have a  
BRIGHTER  
FINANCIAL FUTURE.**

THROUGH GENEROUS DONATION,  
FROM HSBC FUNDING IS AVAILABLE.



TO REGISTER, OR TO APPLY FOR FUNDING CONTACT  
ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION  
Recruitment Officer T: 239-4099 • E: readytostart@college.bm  
[www.college.bm](http://www.college.bm)

SECA3 Distance Education	M-W 8:30AM-4:30PM	
21 October – 23 October		<b>\$1,620</b>
SECA4 Distance Education	M-W 11:30AM-7:30PM	
28 October – 30 October		<b>\$1,620</b>
SECA5 Distance Education	M-W 11:30AM-7:30PM	
18 November – 20 November		<b>\$1,620</b>
SECA6 Distance Education	M-W 8:30AM-4:30PM	
23 September – 25 September		<b>\$1,620</b>
SECA7 Distance Education	M-W 11:30AM-7:30PM	
30 September – 2 October		<b>\$1,620</b>
SECA8 Distance Education	M-W 8:30AM-4:30PM	
21 October – 23 October		<b>\$1,620</b>

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### IT Project Management

### TDS PRO2

IT projects come with distinct challenges for all project team members, and most of all for the project manager. In this course, you will learn the fundamentals and best practices of project management methodology as applied to IT initiatives. Using real-world scenarios and hands-on exercises, you will apply practical project management principles to successfully take a project from planning to rollout.

SECA1 Distance Education	M-W 8:30AM-4:30PM	
13 January – 15 January		<b>\$1,620</b>

SECA2 Distance Education	M-W 11:30AM-7:30PM	
21 January – 23 January		<b>\$1,620</b>
SECA3 Distance Education	M-W 8:30AM-4:30PM	
10 February – 12 February		<b>\$1,620</b>
SECA4 Distance Education	M-W 11:30AM-7:30PM	
18 February – 20 February		<b>\$1,620</b>
SECA5 Distance Education	M-W 11:30AM-7:30PM	
24 March – 26 March		<b>\$1,620</b>
SECA6 Distance Education	M-W 8:30AM-4:30PM	
31 March – 2 April		<b>\$1,620</b>
SECA7 Distance Education	M-W 11:30AM-7:30PM	
7 April – 9 April		<b>\$1,620</b>
SECA8 Distance Education	M-W 8:30AM-4:30PM	
14 April – 16 April		<b>\$1,620</b>

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### Project Management – Leadership and Communication

### TDS PRO3

The skills you'll learn in this course will enable you to apply effective leadership strategies, improve your interpersonal communication, become more influential, help guide your staff through change, deal with conflict and practice ethical principles during the entire project management process.

SECA1 Distance Education	M-W 8:30AM-4:30PM	
27 January – 29 January		<b>\$1,695</b>



SECA2 Distance Education	M-W 11:30AM-7:30PM	
3 February – 5 February		<b>\$1,695</b>
SECA3 Distance Education	M-W 8:30AM-4:30PM	
10 February – 12 February		<b>\$1,695</b>
SECA4 Distance Education	M-W 8:30AM-4:30PM	
10 March – 12 March		<b>\$1,695</b>
SECA5 Distance Education	M-W 11:30AM-7:30PM	
17 March – 19 March		<b>\$1,695</b>

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### Project Management Professional (PMP) Certification Exam Prep Boot Camp

**TDS PR07**

In this training course, you'll gain the essential preparation needed to pass the PMP and CAPM® exams. Concentrating on exam content from A Guide to the Project Management Body of Knowledge, (PM-BOK®Guide) - Sixth Edition and other sources, this course includes a wide variety of learning tools, practice questions, study aids, and post-learning resources all using Project Management Institute (PMI) terminology.

SECA1 Distance Education	M-R 8:00AM-6:00PM	
6 January – 9 January		<b>\$2,295</b>
SECA2 Distance Education	M-R 11:00AM-9:00PM	
13 January – 16 January		<b>\$2,295</b>
SECA3 Distance Education	T-F 8:00AM-6:00PM	
18 February – 21 February		<b>\$2,295</b>
SECA4 Distance Education	M-R 11:00AM-9:00PM	
24 February – 27 February		<b>\$2,295</b>
SECA5 Distance Education	M-R 8:00AM-6:00PM	
3 March – 6 March		<b>\$2,295</b>
SECA6 Distance Education	M-R 11:00AM-9:00PM	
10 March – 13 March		<b>\$2,295</b>
SECA7 Distance Education	M-W 8:00AM-6:00PM	
7 April – 10 April		<b>\$2,295</b>
SECA8 Distance Education	M-R 11:00AM-9:00PM	
14 April – 17 April		<b>\$2,295</b>

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### Programme Management

**TDS 622**

This course is designed for anyone involved in the development and execution of organisational strategy. It is for programme managers as well as people whose role interacts with programmes, including portfolio managers, project managers, operational managers, and executives. You will learn to employ programme management as a tool for ensuring the delivery of organisational benefits. You will also learn to use proven approaches and techniques specific to programme management in complex, multi-project environments. Students pursuing a university-recognised and/or ac-

credited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

SECA1 Distance Education	M-R 12:00PM-6:00PM	
3 February – 6 February		<b>\$1,620</b>
SECA2 Distance Education	M-R 3:00PM-9:00PM	
10 February – 13 February		<b>\$1,620</b>
SECA3 Distance Education	T-F 12:00PM-6:00PM	
27 May – 30 May		<b>\$1,620</b>

## LEADING HYBRID AND VIRTUAL TEAMS

### Leading Virtual Teams

**TDS 624**

The Leading Virtual Teams training course is a one-day interactive class that positions managers of a remote workforce for success. Today's workforce is spread all over the globe. No longer is everyone under one roof, and the benefits are immense. For employers there is decreased turnover and absenteeism, improved retention, cost reduction, and access to a larger pool of talent. For the individual, there is increased flexibility, more independence, and a better work-life balance. But with these perks come challenges.

SECA1 Distance Education	W 10:00AM-4:00PM	
5 February – 5 February		<b>\$595</b>
SECA2 Distance Education	F 10:00AM-4:00PM	
4 April – 4 April		<b>\$595</b>
SECA3 Distance Education	W 10:00AM-4:00PM	
4 June – 4 June		<b>\$595</b>

## AMAZON WEB SERVICES (AWS)

### Architecting on AWS

**TDS 1395**

In this authorised Amazon Web Services (AWS) course, you will learn all the essential skills to architect your IT solutions on AWS. Gain in-depth knowledge of the AWS platform and how to leverage AWS services for your specific cloud-based application. This 3-day, hands-on training provides current AWS cloud best practices and AWS architecture principles covering the entire process of designing IT infrastructure from beginning to end. Since AWS introduces an average of 200 new features and services annually, it is critical that you study the most recent innovations. To reinforce this material, you will also explore case studies with a variety of AWS infrastructure designs and strategies. After the course, you will be fully equipped to build and scale a more efficient and reliable IT solution on the AWS cloud environment.

SECA1 Distance Education	M-W 8:30AM-4:30PM	
6 January – 8 January		<b>\$1,195</b>

### PROJECT MANAGEMENT AND IT TRAINING

INTERESTED IN A GLOBALLY  
RECOGNISED CERTIFICATION?  
EXCITING project management programmes and IT  
courses recognised internationally as the 'GOLD STANDARD'  
in IT training are available at Bermuda College.



LEARN MORE:  
[www.college.bm/pace](http://www.college.bm/pace)  
 TO GET STARTED EMAIL:  
[readytostart@college.bm](mailto:readytostart@college.bm)







## THE CERTIFICATE IN BASIC HORTICULTURE

Designed in collaboration with the Department of Workforce Development

• **PREPARES STUDENTS** with the skills and knowledge required for careers in the landscaping and horticulture industries.

• **QUALIFIES STUDENTS** to work in grounds maintenance, plant nurseries, landscaping, garden centres, golf courses, lawn care, and parks and recreation areas.

### Topics Covered:

~ Introduction and Overview of the Landscaping and Horticultural Industry  
~ Bermuda Plant Knowledge and Identification  
~ Plant Anatomy, Physiology, and Soil Science  
~ Natural History, Conservation, and Biodiversity

~ Operation and Maintenance of Horticulture Equipment  
~ Plant Maintenance and Pruning  
~ Plant Propagation  
~ Ground Preparation and Plant Installation  
~ Turf Management, Weeds, Pests, and Diseases

SECA2 Distance Education M-W 11:30AM-7:30PM  
27 January – 29 January **\$1,195**

SECA3 Distance Education M-W 8:30AM-4:30PM  
18 February – 20 February **\$1,195**

SECA4 Distance Education M-W 8:30AM-4:30PM  
10 March – 12 March **\$1,195**

SECA5 Distance Education M-W 11:30AM-7:30PM  
17 March – 19 March **\$1,195**

SECA6 Distance Education M-W 8:30AM-4:30PM  
14 April – 16 April **\$1,195**

SECA7 Distance Education M-W 8:30AM-4:30PM  
5 May – 7 May **\$1,195**

SECA8 Distance Education M-W 11:30AM-7:30PM  
19 May – 21 May **\$1,195**

SECA9 Distance Education M-W 8:30AM-4:30PM  
9 June – 11 June **\$1,195**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

## CYBERSECURITY

### Cyber Foundations

**TDS 9701**

In this cybersecurity course, you will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lectures, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organisational security. You will

review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.

SECA1 Distance Education M-F 8:30AM-4:30PM  
27 January – 31 January **\$2,220**

SECA2 Distance Education M-F 8:30AM-4:30PM  
24 March – 28 March **\$2,220**

SECA3 Distance Education M-F 8:30AM-4:30PM  
5 May – 9 May **\$2,220**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### CompTIA Security+ Prep Course

**TDS 3404**

The Security+ Certification Prep Course provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organisational security. This course maps to the CompTIA Security+ certification exam (SY0-501). Objective coverage is marked throughout the course.

Our Security+ courseware has received the CompTIA Approved Quality Content (CAQC) validation, assuring that all test objectives are covered in the training material.

### What is Security+ Certification?

The Security+ certification is considered to be the minimum level of certification for all IT security positions beyond entry-level. This course delivers the core knowledge required to pass the exam and the skills necessary to advance to an intermediate-level security job.

SECA1	Distance Education	M-F	11:30AM-7:30PM	
6 January – 10 January				<b>\$1,895</b>
SECA2	Distance Education	M-F	8:30AM-4:30PM	
13 January – 17 January				<b>\$1,895</b>
SECA3	Distance Education	M-F	11:30AM-7:30PM	
3 February – 7 February				<b>\$1,895</b>
SECA4	Distance Education	M-F	8:30AM-4:30PM	
10 February – 14 February				<b>\$1,895</b>
SECA5	Distance Education	M-F	8:30AM-4:30PM	
24 February – 28 February				<b>\$1,895</b>
SECA6	Distance Education	M-F	11:30AM-7:30PM	
24 March – 28 March				<b>\$1,895</b>
SECA7	Distance Education	M-F	8:30AM-4:30PM	
31 March – 4 April				<b>\$1,895</b>
SECA8	Distance Education	M-F	8:30AM-4:30PM	
7 April – 11 April				<b>\$1,895</b>
SECA9	Distance Education	M-F	11:30AM-7:30PM	
21 April – 25 April				<b>\$1,895</b>
SECA10	Distance Education	M-F	8:30AM-4:30PM	
5 May – 9 May				<b>\$1,895</b>
SECA11	Distance Education	M-F	11:30AM-7:30PM	
12 May – 16 May				<b>\$1,895</b>
SECA12	Distance Education	M-F	8:30AM-4:30PM	
2 June – 6 June				<b>\$1,895</b>

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### CEH - Certified Ethical Hacker v13 TDS 3617

The goal of this course is to help you master an ethical hacking methodology that can be used in penetration testing to lawfully assess the security of a system. This course delivers in-demand ethical hacking skills while preparing you for the internationally-recognised Certified Ethical Hacker certification exam (312-50) from EC-Council. EC-Council security experts have designed over 140 labs, which mimic real-time scenarios to help you “live” through an attack as if it were real. You’ll also be given access to over 2,200 commonly used hacking tools to immerse you into the hacker world.

SECA1	Distance Education	M-F	8:30AM-4:30PM	
6 January – 10 January				<b>\$2,330</b>
SECA2	Distance Education	M-F	8:30AM-4:30PM	
3 February – 7 February				<b>\$2,330</b>
SECA3	Distance Education	M-F	11:30AM-7:30PM	
3 March – 7 March				<b>\$2,330</b>
SECA4	Distance Education	M-F	8:30AM-4:30PM	
10 March – 14 March				<b>\$2,330</b>
SECA5	Distance Education	M-F	8:30AM-4:30PM	
14 April – 18 April				<b>\$2,330</b>

SECA6	Distance Education	M-F	8:30AM-4:30PM	
12 May – 16 May				<b>\$2,330</b>
SECA7	Distance Education	M-F	8:30AM-4:30PM	
23 June – 27 June				<b>\$2,330</b>

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

**This course includes one exam voucher for the CEH - Certified Ethical Hacker v13 exam (312-50).**

### CISSP - Certified Information Systems Security Professionals TDS 9803

#### Why take the CISSP Certification Prep Course?

The CISSP exam is challenging, but the benefits are immense. Due to its comprehensive breadth, CISSP is the de facto certification to show competence in cyber roles. It’s also one of the **top-paying certifications in IT**.

This course is the most comprehensive review of information security concepts and industry best practices, and focuses on the eight domains of the CISSP CBK (Common Body of Knowledge) that are covered in the CISSP exam. You will gain knowledge in information security that will increase your ability to successfully implement and manage security programmes in any organisation or government entity.

SECA1	Distance Education	M-F	8:00AM-5:30PM	
6 January – 10 January				<b>\$1,995</b>
SECA2	Distance Education	M-F	8:00AM-5:30PM	
13 January – 17 January				<b>\$1,995</b>
SECA3	Distance Education	M-F	11:00AM-8:30PM	
27 January – 31 January				<b>\$1,995</b>
SECA4	Distance Education	M-F	11:00AM-8:30PM	
10 February – 14 February				<b>\$1,995</b>
SECA5	Distance Education	M-F	8:00AM-5:30PM	
24 February – 28 February				<b>\$1,995</b>
SECA6	Distance Education	M-F	8:00AM-5:30PM	
24 March – 28 March				<b>\$1,995</b>
SECA7	Distance Education	M-F	11:00AM-8:30PM	
31 March – 4 April				<b>\$1,995</b>
SECA8	Distance Education	M-F	11:00AM-8:30PM	
7 April – 11 April				<b>\$1,995</b>
SECA9	Distance Education	M-F	8:00AM-5:30PM	
14 April – 18 April				<b>\$1,995</b>

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### CISM - Certified Information Systems Manager TDS 9817

The CISM certification programme was developed by ISACA for experienced information security management professionals who have experience developing and managing information security programmes and who understand the programme’s relationship to the overall business goals. The CISM exam consists of 200 multiple-choice questions that cover the four CISM domains. The American National Standards Institute (ANSI) has accredited the CISM certification programme under ISO/IEC 17024:2003, General

Requirements for Bodies Operating Certification Systems of Persons.

SECA1 Distance Education T-F 8:00AM-5:00PM  
21 January – 24 January **\$1,750**

SECA2 Distance Education T-F 8:00AM-5:00PM  
18 February – 21 February **\$1,750**

SECA3 Distance Education M-R 8:00AM-5:00PM  
3 March – 6 March **\$1,750**

SECA4 Distance Education M-R 8:00AM-5:00PM  
21 April – 24 April **\$1,750**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

## MARITIME PROGRAMME

**Endeavour Maritime Career Springboard Programme** TDS BCE MS1

The Endeavour Maritime Careers Springboard will run from Monday through Friday over 6 weeks commencing January 6 through February 21. Participants who successfully complete the intensive hands-on course will gain sailing and powerboat instruction, VHF radio training, marine first aid training, maritime industry knowledge, boat maintenance training, and a Dinghy Sailing Instructor qualification. These qualifications and experience will provide course participants with the fundamental skills to jumpstart their careers into this ever-growing industry!

The application process requires interested students to submit a covering letter outlining why they are a strong candidate for the course and a resume outlining their skills set and experience. Spaces are extremely limited and shortlisted candidates will be invited to participate in an interview. Visit <https://www.endeavour.bm/our-programmes/maritime-careers-springboard-programme/> for application details.

SECA1 Dockyard/St.George M-F 8:00AM-5:00PM  
6 January – 21 February **\$1,200**

## EXAM PREPARATION COURSES

### MARINE LICENSE

**MARINE NAVIGATION – Seamanship and Inshore Navigation** NAV 850

This introductory course will cover all areas of general boating knowledge including Bermuda Rules and Regulations, Understanding ropes and knots, Rules of the Road, Docking, Anchoring, Aids to Navigation as well as all in-shore channel marks and lights for the Marine and Ports “A & B” navigation license.

SECA1 NH G305 M 6:00PM -9:00PM  
10 February – 16 April **\$595**  
Jeffrey Patterson

**Note: Course fee does not include materials and examination fees**

## REAL ESTATE LICENSE

**Introduction to Real Estate** RST 860

The Introduction to Real Estate course provides the fundamental knowledge required for those navigating the Bermuda real estate market and those entering the real estate industry. The content for the course is designed around the requirements for the Bermuda Real Estate Exam.

SECA1 NH G304 M 6:00PM-9:00PM  
10 February – 7 April **\$595**  
Frederica Forth

**Note: Course fee does not include materials and examination fees**

## PROFESSIONAL DEVELOPMENT WORKSHOP

### FINANCIAL LITERACY

**Financial Literacy** TDS FIN

An introduction to basic money and financial concepts to help you build practical financial skills and begin to take control of and manage your financial future. This three-part series is designed for all adults who are looking to learn more about personal finance and basic financial literacy concepts. Registration is for all three sessions.

SECA1 HH H100 W 6:00PM-9:00PM  
TBD **\$80**  
Chartered Financial Analyst (CFA) Society Bermuda  
E: [apace@college.bm](mailto:apace@college.bm) for exact dates.

## TOP ONLINE PROFESSIONAL DEVELOPMENT COURSES

**Bookkeeping Certificate** TDS 829

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

SECA1 Distance Education  
3 February – 2 May **\$495**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate>

**MANY PATHS.  
DISCOVER YOURS.**



### Certificate for Quickbooks

TDS 826

You will save time, track money, and get important insights with Quickbooks Online. Quickbooks Online is the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals. Get a comprehensive understanding of QuickBooks Online. Then learn how to work with more advanced Quickbooks Online topics. A free trial version of the software is provided to use during the class

SECA1 Distance Education  
3 February – 28 March

**\$395**

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

### Certificate in Non-Profit Administration (Full Certificate)

TDS 1050

You will learn to run Non-profits today like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for non-profits, and programme evaluation for non-profits, with our Certificate in Non-Profit Administration. You will come away with the latest best information from instructors who train people in non-profits.

SECA1 Distance Education  
3 February – 2 May

**\$595**

<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

### Cyber Foundations

TDS 9701

You will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lecture, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organisational security. You will review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.

SECA1 Distance Education M-R 12:00PM-6:00PM  
3 February – 6 February **\$2,220**

SECA2 Distance Education M-R 3:00PM-9:00PM  
10 February – 13 February **\$2,220**

SECA3 Distance Education T-F 12:00PM-6:00PM  
27 May – 30 May **\$2,220**

5+ convenient class options. Choose dates that suit your schedule! Visit <https://enroll.globalknowledge.com/BC/en-us/Product/Listing/7547/cybersecurity>

### Diversity Equity and Inclusion in the Workplace (Full Certificate)

TDS 1267

You will gain a better understanding of DEI. 75% of the world's major conflicts have a cultural dimension and the culture sector now accounts for 6.1% of the global economy. The United Nations reports that creative and cultural industries (CCI) generate annual revenues of US\$ 2,250 billion and nearly 30 million jobs worldwide, employing more people aged 15 to 29 than any other sector. To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous.

SECA1 Distance Education  
3 February – 2 May

**\$495**

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace>

### Managing Generations in the Workplace

TDS 1282

You will discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace

SECA1 Distance Education  
7 April – 2 May

**\$175**

<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

### Mastering Microsoft Excel

TDS 1272

You will learn this must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time.

SECA1 Distance Education  
3 February – 28 February

**\$195**

<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

### Power BI

TDS 1215

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time.

SECA1 Distance Education  
3 February – 2 May

**\$495**

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>





Course details: [WWW.COLLEGE.BM/PACE](http://WWW.COLLEGE.BM/PACE)

ALL STUDENTS REGISTERING FOR ONLINE COURSES MUST BE PROFICIENT WITH COMPUTERS.

ONLINE COURSES

## NEW!

### ONLINE PROFESSIONAL DEVELOPMENT COURSES

#### HR for Non-HR Managers Certificate

TDS 1018

You as a manager are on the front lines of human resources (HR) for your organisation. Upskill your knowledge about HR. Conquer one of the essential competencies for a successful manager, moving up, and contributing to the productivity of your organisation. Crush it with your people. Whether you work with a small organisation or a large one with HR specialists, you play a critical role in creating a positive HR environment. Know what every manager needs to know about HR

SECA1 Distance Education  
3 February – 2 May

**\$195**

#### Introduction to ChatGPT

TDS 1242

Unlock the power of Artificial Intelligence (AI) with ChatGPT, the fastest-growing app in the world. With over 100 million users within the first two months of

launch, and 180.5 million now, discover why everyone is talking about this revolutionary platform. In this course, you'll learn how AI tools can dramatically increase your productivity and provide you with a competitive advantage in the workplace. Designed for anyone seeking to acquire new skills, you'll gain an understanding of the capabilities of AI tools and how to leverage them to achieve your goals faster and easier than ever before.

SECA1 Distance Education  
3 February – 28 February

**\$195**

#### Strategic Planning Certificate

TDS 1044

Strategic planning is an activity that all leaders do, and only leaders do. It is an essential skill to acquire for emerging and developing leaders. As some 70% of strategic plans fail or are not implemented fully, unearth the secrets and tactics for the successful strategic planning. Solidify your skill set and conquer this challenging and exciting area of leadership.

SECA1 Distance Education  
3 February – 2 May

**\$495**



## Elevate Your Coaching Skills with Top Experts

Online Certification Course Designed for Football & Rugby Coaches, PE Teachers, Strength & Conditioning Trainers, Physiotherapists, and More!

### Learn from the Best!

#### Led by JAVIER MALLO

(former Real Madrid, Atletico, & Manchester City coach) & Dr. Elena Isla (Real Madrid Sports Medicine Physician)

• 5-Week Online Programme

Certified by:  
Bermuda Football Association (BFA)

#### Secure Your Spot Today!

Contact Programme Coordinator,  
Carleen Place:

NON-CREDIT COURSES

## SHORT ONLINE PROFESSIONAL DEVELOPMENT COURSES

### BUSINESS

#### Bookkeeping Certificate (Full Certificate)

TDS 829

SECA1 Distance Education  
3 February – 2 May

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate>

#### Understanding Debits and Credits

TDS 839

SECA1 Distance Education  
3 February – 28 February

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Understanding-Debits-and-Credits>

#### General Ledger and Month End Procedures

TDS 833

SECA1 Distance Education  
3 March – 28 March

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/General-Ledger-and-Month-End-Procedures>

#### Closing Procedures and Financial Statements

TDS 832

SECA1 Distance Education  
7 April – 2 May

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Closing-Procedures-and-Financial-Statements>

#### Certificate in Accounting and Finance for Non-Financial Managers

TDS 830

SECA1 Distance Education  
3 February – 2 May

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers>

#### Accounting and Finance for Non-Financial Managers

TDS 834

SECA1 Distance Education  
3 February – 28 February

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Accounting-and-Finance-for-Non-Financial-Managers>

#### Cash is King

TDS 836

SECA1 Distance Education  
3 March – 28 March

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King>

#### Financial Analysis and Planning for Non-Financial Managers

TDS 835

SECA1 Distance Education  
7 April – 2 May

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers>

#### Entrepreneurship Certificate

TDS 1070

SECA1 Distance Education  
3 February – 2 May

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate>

#### Entrepreneur Boot Camp

TDS 1069

SECA1 Distance Education  
3 February – 28 February

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-CAMP>

#### The Business Plan

TDS 1088

SECA1 Distance Education  
3 March – 28 March

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan>

#### Entrepreneurial Marketing

TDS 1089

SECA1 Distance Education  
7 April – 2 May

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing>

#### Certificate for QuickBooks

TDS 826

SECA1 Distance Education  
3 February – 28 February

\$395

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

#### QuickBooks Level 1

TDS 827

SECA1 Distance Education  
3 February – 28 February

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-1>

#### QuickBooks Level 2

TDS 828

SECA1 Distance Education  
3 March – 28 March

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-2>

#### The Basics of Bookkeeping

TDS 831

SECA1 Distance Education  
3 March – 28 March

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping>

### BUSINESS COMMUNICATION

#### Certificate in Basic Game Design

TDS 1600

SECA1 Distance Education  
3 February – 28 March

\$395

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-GAME-Design>

**Introduction to Game Design TDS 1605**

SECA1 Distance Education  
3 February – 28 February **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-GAME-Design>

**Intermediate Video Game Design TDS 1620**

SECA1 Distance Education  
3 March – 28 March **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-GAME-Design>

**Certificate in Business Writing TDS 1165**

SECA1 Distance Education  
3 February – 2 May **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing>

**Business Writing TDS 1170**

SECA1 Distance Education  
3 February – 28 February **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing>

**Effective Copywriting TDS 1155**

SECA1 Distance Education  
3 March – 28 March **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting>

**Writing News and Press Releases TDS 1168**

SECA1 Distance Education  
7 April – 2 May **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases>

**Certificate in Customer Service TDS 1101**

SECA1 Distance Education  
3 February – 28 March **\$245**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service>

**Keys to Customer Service TDS 1102**

SECA1 Distance Education  
3 February – 28 February **\$145**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service>

**Extraordinary Customer Service TDS 1107**

SECA1 Distance Education  
3 March – 28 March **\$145**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service>

**Certificate in Workplace Communication TDS 1166**

SECA1 Distance Education  
3 February – 2 May **\$595**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>

**Conflict Management TDS 1271**

SECA1 Distance Education  
3 February – 28 February **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>

**Collaborative Management TDS 1283**

SECA1 Distance Education  
3 March – 28 March **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

**Using Personalities Profiles for Better Work Performance TDS 1279**

SECA1 Distance Education  
7 April – 2 May **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Using-Personality-Profiles-for-Better-Work-Performance>

**DATA SCIENCE**

**Certificate in Data Analysis TDS 1200**

SECA1 Distance Education  
3 February – 2 May **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>

**Introduction to Data Analysis TDS 1195**

SECA1 Distance Education  
3 September – 28 September **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis>

**Intermediate Data Analysis TDS 1205**

SECA1 Distance Education  
3 March – 28 March **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis>

**Advanced Data Analysis TDS 1210**

SECA1 Distance Education  
7 April – 2 May **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Data-Analysis>

**Certificate in Mastering Excel TDS 1220**

SECA1 Distance Education  
3 February – 2 May **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>

**Mastering Microsoft Excel** **TDS 1272**  
SECA1 Distance Education  
3 February – 28 February **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

**Intermediate Excel** **TDS 1222**  
SECA1 Distance Education  
3 March – 28 March **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Excel>

**Advanced Excel** **TDS 1221**  
SECA1 Distance Education  
7 April – 2 May **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Excel>

**Power BI** **TDS 1215**  
SECA1 Distance Education  
3 February – 2 May **\$495**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>

**Introduction to Power BI** **TDS 1212**  
SECA1 Distance Education  
3 February – 28 February **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Power-BI>

**Intermediate Power BI** **TDS 1213**  
SECA1 Distance Education  
3 March – 28 March **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Power-BI>

**Advanced Power BI** **TDS 1214**  
SECA1 Distance Education  
7 April – 2 May **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Power-BI>

**SQL Certificate** **TDS 380**  
SECA1 Distance Education  
3 February – 2 May **\$595**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate>

**Introduction to SQL** **TDS 381**  
SECA1 Distance Education  
3 February – 28 February **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL>

**Intermediate SQL** **TDS 382**  
SECA1 Distance Education  
3 March – 28 March **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL>

**Advanced SQL** **TDS 383**  
SECA1 Distance Education  
7 April – 2 May **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL>

## HUMAN RESOURCES

**Spanish for Medical Professionals** **TDS 1025**  
SECA1 Distance Education  
3 February – 28 February **\$290**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>

## LEADERSHIP

**Certificate in Leadership Development (for Gen Y)** **TDS 1287**  
SECA1 Distance Education  
3 February – 2 May **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-Development>

**Leadership Principles** **TDS 581**  
SECA1 Distance Education  
3 February – 28 February **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles>

**Developing Your Leadership Skills** **TDS 1289**  
SECA1 Distance Education  
3 March – 28 March **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills>

**Developing your Professional Career** **TDS 1046**  
SECA1 Distance Education  
7 April – 2 May **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career>

## MANAGEMENT

**Certificate in Project Management** **TDS 560**  
SECA1 Distance Education  
3 February – 2 May **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management>



**Introduction to Project Management TDS 561**

SECA1 Distance Education  
3 February – 28 February **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>

**Project Management Processes TDS 562**

SECA1 Distance Education  
3 March – 28 March **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>

**Project Management Knowledge Areas TDS 563**

SECA1 Distance Education  
7 April – 2 May **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas>

**Certificate in Non-Profit Administration TDS 1050**

SECA1 Distance Education  
3 February – 2 May **\$595**  
<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

**Revenue Generation for Non-Profits TDS 1051**

SECA1 Distance Education  
3 February – 28 March **\$495**  
<https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits>

**Program Evaluation for Non-Profit Professionals TDS 1052**

SECA1 Distance Education  
7 April – 2 May **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Program-Evaluation-for-Nonprofits>

**Management Certificate TDS 1285**

SECA1 Distance Education  
3 February – 2 May **\$595**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate>

**Management Boot Camp TDS 1284**

SECA1 Distance Education  
3 February – 28 February **\$295**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-Camp>

**Collaborative Management TDS 1283**

SECA1 Distance Education  
3 March – 28 March **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

**Managing Generations in the Workplace TDS 1282**

SECA1 Distance Education  
7 April – 2 May **\$175**  
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

**Supervisory and Leadership Certificate TDS 1286**

SECA1 Distance Education  
3 February – 28 March **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Supervisory-and-Leadership-Certificate>

**Six Sigma Green Belt TDS 1320**

SECA1 Distance Education  
3 February – 2 May **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Introduction to Six Sigma Green Belt TDS 1321**

SECA1 Distance Education  
3 February – 28 February **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Intermediate to Six Sigma Green Belt TDS 1322**

SECA1 Distance Education  
3 March – 28 March **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Advanced Six Sigma Green Belt TDS 1323**

SECA1 Distance Education  
7 April – 2 May **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Managing Remote Workers Certificate TDS 390**

SECA1 Distance Education  
3 February – 28 March **\$395**  
<https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate>

**Remote Working and Communicating TDS 388**

SECA1 Distance Education  
3 February – 28 February **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating>

**Managing Remote Workers TDS 387**

SECA1 Distance Education  
3 March – 28 March **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers>

## NEW MEDIA MARKETING

### Mastering Video Marketing Certificate TDS 551

SECA1 Distance Education  
3 February – 28 March **\$395**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate>

### Video Marketing TDS 541

SECA1 Distance Education  
3 February – 28 February **\$245**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/Video-Marketing>

### YouTube for Business TDS 520

SECA1 Distance Education  
3 March – 28 March **\$245**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business>

### Digital Marketing Certificate TDS 1094

SECA1 Distance Education  
3 February – 2 May **\$495**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate>

### Improving Email Promotions TDS 1079

SECA1 Distance Education  
3 February – 28 February **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions>

### Boosting Your Website Traffic TDS 1078

SECA1 Distance Education  
3 March – 28 March **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic>

### Online Advertising TDS 1098

SECA1 Distance Education  
7 April – 2 May **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising>

### Podcasting TDS 565

SECA1 Distance Education  
3 February – 28 February **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting>

### Certificate in Marketing TDS 515

SECA1 Distance Education  
3 February – 2 May **\$495**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Marketing>

### Advanced Marketing Concepts TDS 516

SECA1 Distance Education  
3 February – 28 March **\$195**  
<https://www.yougotclass.net/course/index.cfm/Lern/Advanced-Marketing-Concepts>

### Writing Marketing Copy TDS 517

SECA1 Distance Education  
3 March – 28 March **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Writing-Marketing-Copy>

### Integrated Marketing Best Practices TDS 533

SECA1 Distance Education  
7 April – 2 May **\$195**  
<https://www.yougotclass.net/course/index.cfm/Lern/Integrated-Marketing-Best-Practices>

## PERSONAL DEVELOPMENT

### Beginning Conversational Spanish TDS 1024

SECA1 Distance Education  
3 February – 28 March **\$290**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish>

### Introduction to Fiction Writing TDS 1160

SECA1 Distance Education  
3 February – 28 February **\$195**  
<https://www.yougotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing>

### Diversity Equity and Inclusion in the Workplace TDS 1267

SECA1 Distance Education  
3 February – 2 May **\$495**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace>

### What is DEI? TDS 1280

SECA1 Distance Education  
3 February – 28 February **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/What-is-DEI>

### Inclusive Communication TDS 1297

SECA1 Distance Education  
3 March – 28 March **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Inclusive-Communication>

### DEI and Organisational Success TDS 1293

SECA1 Distance Education  
7 April – 2 May **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/DEI-and-Organizational-Success>

## SOCIAL MEDIA FOR BUSINESS

### Certificate in Social Media for Business TDS 545

SECA1 Distance Education  
3 February – 2 May **\$495**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate>

### Introduction to Social Media TDS 610

SECA1 Distance Education  
3 February – 28 February **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media>

### Marketing Using Social Media TDS 535

SECA1 Distance Education  
3 March – 28 March **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media>

### Integrating Social Media in Your Organisation TDS 530

SECA1 Distance Education  
7 April – 2 May **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organization>

## TECHNOLOGY SKILLS

### Certificate in Mastering Computer Workplace Skills for the TDS 1172

SECA1 Distance Education  
3 February – 2 May **\$495**

<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace>

### Coding Certificate TDS 355

SECA1 Distance Education  
3 February – 2 May **\$595**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate>

### Introduction to Coding TDS 351

SECA1 Distance Education  
3 February – 28 February **\$195**

<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding>

### HTML Fundamentals TDS 360

SECA1 Distance Education  
3 March – 28 March **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/HTML-Fundamentals>

### CSS Fundamentals TDS 370

SECA1 Distance Education  
7 April – 2 May **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/CSS-Fundamentals>

### Graphic Design Software Essentials Certificate TDS 1036

SECA1 Distance Education  
3 February – 2 May **\$545**

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>

### Certificate in Web Design TDS 350

SECA1 Distance Education  
3 February – 2 May **\$595**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design>

### Introduction to Web Design TDS 345

SECA1 Distance Education  
3 February – 28 February **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design>

### Intermediate Web Design TDS 346

SECA1 Distance Education  
3 March – 28 March **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design>

### Advanced Web Design TDS 347

SECA1 Distance Education  
7 April – 2 May **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design>

### Mastering Microsoft Excel TDS 1272

SECA1 Distance Education  
3 February – 28 February **\$195**

<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

### Mastering Microsoft Word TDS 1294

SECA1 Distance Education  
3 March – 28 March **\$195**

<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

### Mastering Microsoft PowerPoint TDS 1296

SECA1 Distance Education  
7 April – 2 May **\$195**

<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

### WordPress Certificate

TDS 1065

SECA1 Distance Education  
3 February – 2 May

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Word-Press-Certificate>

### Adobe Illustrator Essentials

TDS 1033

SECA1 Distance Education  
3 February – 28 February

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials>

### Adobe Photoshop Essentials

TDS 1032

SECA1 Distance Education  
3 March – 28 March

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials>

### Adobe InDesign Essentials

TDS 1034

SECA1 Distance Education  
7 April – 2 May

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials>

## TRAINING AND DEVELOPMENT

### Certificate in Online Teaching

TDS 773

SECA1 Distance Education  
3 February – 2 May

\$495

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching>

### Advanced Teaching Online

TDS 763

SECA1 Distance Education  
3 February – 28 February

\$195

[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Advanced-Teaching-Online](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online)

### Designing Online Instruction

TDS 764

SECA1 Distance Education  
3 March – 28 March

\$195

[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Designing-Online-Instruction](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction)

### Fostering Online Discussion

TDS 767

SECA1 Distance Education  
7 April – 2 May

\$195

[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Fostering-Online-Discussion](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion)



## BARTENDING FAB 815

Bartending is a fast paced, intense course; designed to develop Bar-Ready students! We focus on the basics of bartending and so much more. Students learn about classic cocktails alongside their contemporary variations and then use this knowledge to create unique cocktails!

**A few Master Classes will be hosted to develop a well-rounded insight into the world of Bartending. Such Master Classes include Infusions, Rum, and Wine.**

**NOTE: All students registering for online courses must be proficient with computers.**

#### Technical Requirements:

- Internet access with Internet Explorer; Firefox Mozilla; or Safari web browser.
- Audio software such as Windows Media, Real, or Flash.
- Speakers to listen to audio.



ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

# Marine Navigation

"Discover the art and science of Navigating Bermuda's Waters"

## SUMMER SEMESTER (MAY START)

### MARINE ENGINE DRIVERS

The five-week, Engine Drivers course will cover material required to sit the Bermuda Government Marine & Ports - Engine Drivers Exam. The course will cover, in depth, General Mechanics, Electrical, Boat Safety, Hull & Fittings, Theory of Combustion Engine, Diesel and Gasoline Engines.

## FALL SEMESTER (SEPTEMBER START)

### CHART TO ELECTRONIC NAVIGATION

This basic course covers the syllabus for the Marine and Ports Local Licenses to "C" Class covering coastal navigation in local and international waters.

## SPRING SEMESTER (FEBRUARY START)

### SEAMANSHIP AND INSHORE NAVIGATION

This introductory course will cover all areas of general boating knowledge including Bermuda Rules and Regulations, Understanding Ropes and Knots, Rules of the Road, Docking, Anchoring, Aids to Navigation as well as all in-shore channel marks and lights for the Marine and Ports "A & B" navigation license.



CONTACT US:

readytostart@college.bm  
Athora PACE Division  
236-9000 ext. 4117  
www.college.bm

MANY PATHS. DISCOVER YOURS.





## A CYBER-ATTACK CAN BE DEVASTATING

WHETHER FROM VIRUS THREATS, BOTNETS, WORMS OR TROJANS!

### SOLUTION!

**Four, day-long sessions, online,  
between September and December**

The Cyber Foundations course at the Athora Division of PACE covers current Internet threat trends, the impact on organisational security, compliance requirements, and provides hands-on experience in a controlled environment.

### Cyber Foundations TDS 9701

**Monday - Friday • 8:30AM-4:30PM**

In this cybersecurity course, you will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lectures, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organisational security. You will review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.



CONTACT US: ATHORA DIVISION OF PACE

✉ [readytostart@college.bm](mailto:readytostart@college.bm) ☎ 236-9000 ext. 4117 🌐 [www.college.bm](http://www.college.bm)

## ARTICULATION AGREEMENTS AND PARTNERSHIPS

### TRANSFER PATHWAYS AND PARTNERSHIPS

Bermuda College has established over 30 agreements with colleges and universities in Canada, the United Kingdom, the United States of America, and the Caribbean Islands/West Indies. The purpose of these agreements is to formalise the pathways for Bermuda College students to continue their studies abroad. Transfer Credit Agreements facilitate a seamless transfer to baccalaureate programmes for Bermuda College graduates, with completion of the bachelor's degree in just 2 years after completion of the BC Associate's degree. Students are encouraged to make an appointment with the Bermuda College Career & Counselling Centre to ensure that they meet the requirements for transfer to the partner school selected. Visit the Bermuda College website to view the list of schools and to determine whether the proposed course of study is covered by the existing agreements. Information can be found at: [www.college.bm/pathways](http://www.college.bm/pathways)

### TRANSFER PATHWAYS AND ARTICULATION AGREEMENTS

Use our Transfer Pathways web pages to view these partnerships, browse by area of study, and to see the course comparison charts between BC and partner institutions:

Learn more about our Transfer Pathways programme. View a Quick List of partner institutions and transfer programmes from the BC Associate's Degree to the Bachelor's Degree at the partner institution: <https://www.college.bm/pathways>

Visit our Virtual Transfer Pathways Fair main page which shows all of our partner institutions and who to contact. You can also browse by academic discipline (subject area):

[www.college.bm/about/transfer-pathways/transfer-pathways-fair](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair)

BC Course Equivalents at Partner Institutions

[www.college.bm/about/transfer-pathways/transfer-pathways-fair](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair)

### ONLINE OPTIONS

**View Options to Earn your Bachelor's Degree Online, without leaving Bermuda**

To meet a growing demand for online study after Bermuda College, we have partnerships with several institutions that will allow the Bermuda College graduate possessing an associate degree to matriculate at institutions abroad from the convenience of their own surroundings. Those partnerships are described in detail at the link, "Online Options." [www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118)

### FOUNDATION YEAR CERTIFICATES

The Foundation Year is a Certificate-granting Programme that will customise the Bermuda College experience for students who desire to study on island for one year before matriculating to North America or to the United Kingdom. For more information please refer to the BC Course Catalogue.



### BUSINESS SERVICE HOURS

**Monday - Friday 8:45AM - 5:00PM**

#### LOCATION:

Bermuda College Centre, 2nd Floor

#### WAYS TO CONTACT US:

1. TEL: 236-9000
2. ONLINE: [www.college.bm](http://www.college.bm)
3. EMAIL: [admissions@college.bm](mailto:admissions@college.bm)
4. MAIL: P.O. Box HM 2718,  
Hamilton HMLX, Bermuda

### CONTACT FOR PROGRAMME AND CREDIT COURSES

#### RECRUITMENT OFFICER

1. TEL: 239-4099
2. EMAIL: [readytostart@college.bm](mailto:readytostart@college.bm)

### CONTACT FOR NON-CREDIT COURSES

#### ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION (APACE)

1. TEL: 236-9000 ext. 4117/4119
2. FAX: 239-4028
3. EMAIL: [padmin@college.bm](mailto:padmin@college.bm)

### ACCREDITATION STATUS

Bermuda College is accredited by the New England Commission of Higher Education (NECHE).

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

#### New England Commission of Higher Education

301 Edgewater Place, Suite 210,  
Wakefield, MA 01880  
T: (781) 425-7785 • E: [info@neche.org](mailto:info@neche.org)  
Web: [www.neche.org](http://www.neche.org)



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**Visit our website: [www.college.bm](http://www.college.bm)**

To learn more about academic opportunities contact:  
Recruitment Officer at T: 239-4099 or E: [readytostart@college.bm](mailto:readytostart@college.bm)

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